

DOCUMENT RESUME

ED 321 081

CE 055 196

AUTHOR Nelson, Orville; And Others
TITLE Wisconsin Department of Public Instruction Work Experience Handbook. Final Report.
INSTITUTION Wisconsin State Dept. of Public Instruction, Madison. Bureau for Vocational Education.; Wisconsin Univ. - Stout, Menomonie. Center for Vocational, Technical and Adult Education.
PUB DATE Sep 89
GRANT PAH-02842
NOTE 270p.; For related documents, see CE 055 192-194 and CE 055 197-199.
AVAILABLE FROM Center for Vocational, Technical and Adult Education, 218 Applied Arts Bldg., University of Wisconsin-Stout, Menomonie, WI 54751.
PUB TYPE Reports - Research/Technical (143)
EDRS PRICE MF01/PC11 Plus Postage.
DESCRIPTORS Career Education; Cooperative Programs; Experiential Learning; *Field Experience Programs; Guides; High Schools; Information Dissemination; Labor Force Development; *School Business Relationship; State Programs; *Student Experience; Supervised Occupational Experience (Agriculture); *Training Methods; Vocational Education; *Work Experience Programs
IDENTIFIERS *Wisconsin

ABSTRACT

This document describes a project that developed this K-12 generic Work Experience Handbook to help Wisconsin high schools implement work experience programs. The first 13 pages describe the purpose and objectives of the project and the need for the handbook; the methods used to develop it, including the use of steering and work committees and survey research; the handbook's dissemination at workshops in the state; and project recommendations. The recommendations are that: (1) school-supervised work experiences be made available for students at all grade levels; (2) the state education department provide inservice workshops to all key school personnel on the school-supervised work experience methodology; (3) the state education department compile and disseminate a list of currently approved work-experience programs; (4) colleges and universities continue an active role in teaching the principles of work experience component of the Education for Employment standard to education students; (5) the state education department set the parameters for the intent and use of the handbook; and (6) the state education department conduct follow-up research on the impact of school-supervised work experience on students. The remaining 255 pages of the document consist of support materials, including correspondence, workshop materials, survey instruments, respondent data, graphic displays of data, and resource material received from other states. (CML)

ED321081

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
WISCONSIN COUNCIL ON VOCATIONAL EDUCATION

**WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION
WORK EXPERIENCE HANDBOOK**

P R O J E C T

FINAL REPORT

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SEPTEMBER, 1989

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Final Report

Project Number PAH 02842

Bureau for Vocational Education
Wisconsin Department of Public Instruction
Wisconsin Council on Vocational Education
Madison, Wisconsin

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
WORK EXPERIENCE HANDBOOK

September, 1989

DISCLAIMER

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Final Report

Project Number PAH 02842

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
WORK EXPERIENCE HANDBOOK

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September, 1989

Abstract

Work experience is an important component to vocational education and education for employment. As schools address the many issues and parties involved in successful work experience programs, preference is needed to answer their questions and serve as basis for planning. The purpose of this project was to develop a generic work experience handbook to help schools implement work experience programs. Present laws and codes of the Wisconsin Department of Industry, Labor and Human Relations covering youth employment and safety, statutes, insurance and school teachers, students and parents will be stated in the handbook. Definitions descriptions, activities and agreements were developed and included within the chapters.

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Chapter 1

PROBLEM STUDIED

Purpose

The purpose of this project was to write a handbook for grades K-12 that will help school personnel develop approvable, insurable and legal work experience programs which will be school sponsored and supervised.

Objectives

This project accomplished the following objectives:

1. Prepared the K-12 Work Experience Handbook to include the definitions and descriptions of work experience programs, allowable work experience activities, forms, procedures, and agreements.
2. Determined the legal basis for work experience based programs.
3. Prepared a list of the types of work experience activities used by Wisconsin LEAs and identify the number of districts that use each type.
4. Identified the major legal and insurance problems and concerns LEAs face related to work experience based programs.
5. Determined the policies and procedures LEAs use to minimize the problems listed for Objective 2.
6. Ascertained the problems and concerns business and industry have related to work experience based programs.
7. Determined the insurability of various types of work experience based programs and the factors that establish insurability.
8. Developed procedures and approval forms that establish the legality and insurability of work experience programs.

Need

Many questions have been posed by school board members, administrators, teachers, students, parents, business and industry personnel, and insurance carriers as to the responsibilities of each group of individuals involved with work experience.

- Administrative personnel wanted assistance in developing appropriate, insurable, and legal work experience programs which will be school sponsored and school-supervised.

- Teachers wanted and needed to know limits of supervisory responsibilities for students in their programs.
- Students wanted and needed clear expectations and training agreements for work experience programs.
- Parents desired clear goals and objectives for all types of work experience programs.
- Business and industry personnel wanted training agreements which clearly delineated their responsibilities and responsibilities of the school and student participants.
- Insurance providers and business and industry wanted formal agreements that clearly listed the responsibilities of all parties to reduce liabilities.

Chapter 2

METHODOLOGY

Wisconsin Approach

Many states have developed handbooks for local supervised work experience activities. For the most part, handbooks were developed by state officials or educators to provide a systematic process for administering work experience activities; educational goals and constraints were the major factors in the development of these handbooks.

The handbook which resulted from this project was designed based on the input from a variety of agencies involved in educational work experience programs. Not only was there input from educators, but also input from business and industry, lawyers, and insurance companies. In addition, the Wisconsin Council on Vocational Education participated in the design.

Steering Committee and Work Group

A steering committee was appointed at the beginning of the project. This committee was comprised of representatives from the Bureau of Vocational Education at the Wisconsin Department of Public Instruction, Wisconsin Council on Vocational Education, a school district administrator, a special needs work experience coordinator, and a Local Vocational Education Coordinator. This committee met for a one-day workshop with the project staff to plan the project design and activities on June 13th, 1988 in Madison. The members of the steering committee were: Eunice Bethke, Dan Dahlgren, Richard Dignan, Ron Nelson, Shirley Thompson, Dan Wilttrout, Orville Nelson, and Kathleen Hirsch.

The steering committee identified the individuals who would serve on the work group. The work group consisted of 28 members; the steering committee also became members of the work group. The work group met twice during the course of the project.

At the first meeting held on September 12-13th, 1988 in Madison, a general framework for the handbook was developed. Members of the work group identified types of work agreements, procedures, legal documents and other information that was needed for the handbook. There was discussion on general benefits, concerns, needs, and problems that educational agencies and business/industry encounter as they sponsored work experience programs. A panel of business people presented their concerns with work experience programs and benefits their companies received from sponsoring work experience programs. The panel members were: Tom Ellis, of Certco Inc.; Bette Boss of Firehaus Restaurant; and Rod Donaldson of Rayovac Company.

The second meeting of the work group occurred on February 9-10, 1989 in Madison and reviewed the data results of the school surveys, designed the business and industry survey, defined terms to be used, and identified contents for the chapters of the handbook. In addition, members of the work group evaluated draft copies of the handbook and outlined the final product. The members of the work group represented various educational agencies and organizations.

Don Barnes, Elementary Principal, Conrad Elvehjem Elementary School,
McFarland

Eunice Bethke, Section Chief in the Bureau for Vocational Education,
Department of Public Instruction, Madison

Therese Campos, Middle School Principal, Walker Middle School,
Milwaukee

Dan Dahlgren, District Administrator, Lancaster Community School District,
Lancaster

Richard Dignan, Director of the Bureau for Vocational Education,
Department of Public Instruction, Madison

Robert Enghagen, Planning and Evaluation Specialist, Bureau for
Vocational Education, Department of Public Instruction, Madison

George Gerharz, Director of Planning and Research, Community Relations -
Social Development Commission, Milwaukee

Eyvonne Crawford-Gray, Community Services Specialist, Bureau for
Vocational Education, Department of Public Instruction, Madison

Henry Hendrickson, Community Services Specialist, Bureau for Vocational Education, Department of Public Instruction, Madison

Michael Irwin, Executive Director, Central Wisconsin Private Industry Council, Wisconsin Rapids

Richard James, Instructor, College of Business Education, University of Wisconsin-Whitewater, Whitewater

Howard Lee, Co-Director for the Center for Vocational, Technical and Adult Education, University of Wisconsin-Stout, Menomonie

Jim Lee, Program Director, CESA 12, Ashland

Don Leibelt, Agriculture Co-op Instructor, East Senior High School, Green Bay

Courtney Leonard, Member, Wisconsin Council on Vocational Education, Manitowoc

Mary Muehlhus, Special Education Instructor, Slinger School District and Member, Wisconsin Council on Vocational Education, Slinger

Mary Nelson, School to Employment Project, CESA 6, Fond du Lac

Orville Nelson, Co-Director for the Center for Vocational, Technical and Adult Education, University of Wisconsin-Stout, Menomonie

Ron Nelson, Local Vocational Education Coordinator, Fond du Lac School District, Fond du Lac

Robert Schramm, Assistant Administrator and Director of Instructional Services, CESA 6, Oshkosh

Wayne Sherry, Section Chief in the Bureau for Vocational Education, Department of Public Instruction, Madison

James Stelsel, Director for Labor Standards Bureau, Equal Rights Division, Department of Industry, Labor and Human Relations, Madison

Carolyn Stoner, District Administrator, Palmyra-Eagle Area School District, Palmyra

Gary Swanstrom, High School Principal, Prairie Farm High School, Prairie Farm

Shirley Thompson, Executive Director, Wisconsin Council on Vocational Education, Madison

Dan Wiltrout, Work Experience and Career Exploration Program President and grant developer, Stoughton Area School District, Stoughton

Mary Jane Zdrolk, Member of Wisconsin Council on Vocational Education, Rosholt

The assistant researcher drafted chapters of the handbook and sent them to the work group members. Many constructive comments were returned and revisions were made within the chapters based on work group concerns.

Lawyers were contracted to review the legal basis of the work experience programs. Many changes resulted from their input and a legal review was written and incorporated into the Appendix of the handbook.

The specific Wisconsin Statutes and Administrative Codes which pertain to work experience programs were copied from the original data base in Madison. This information was then transferred to an IBM computer at University of Wisconsin-Stout and has been included in the Appendix of the handbook.

Survey Research and Data Returns

Information to identify the concerns, needs and problems educational agencies and business and industry face was gathered through surveys. One set of instruments was developed for school districts and another set of instruments for business and industry. The school instrument consisted of six surveys. Of the surveys, each was directed to a special administrative position within Wisconsin school districts. Surveys were sent to district administrators, high school principals, middle school/junior high school principals, elementary principals, Local Vocational Education Coordinators, and directors of special needs and at-risk programs of all Wisconsin school districts.

The second set of instruments was developed for business and industry and consisted of two surveys. One survey was sent to 283 businesses recommended by Local Vocational Education Coordinators. The second survey was sent to a random sampling of 300 businesses throughout Wisconsin.

Mailing labels of all school districts and their administrative personnel were obtained from the Department of Public Instruction. A survey asking school personnel to identify work experience procedures, benefits and concerns was sent on November 18, 1988. The following chart shows the original number of surveys sent and the first return rate.

<u>Sent</u>	<u>First Mailing</u>	<u>First Return Rate</u>
432	District Administrators	54.1%
440	High School Principals	64.0%
292	Middle School/Junior High Principals	47.2%
1265	Elementary Principals	22.0%
217	Local Vocational Education Coordinators (LVECs)	75.5%
<u>104</u>	Special Needs or At-Risk Coordinators	<u>37.5%</u>
Total 2750	Surveys	1136 Surveys 41.3%

A copy of cover letters and surveys can be found in Appendix C. By December 29, 1988 an overall 41.3 percent of the surveys had been returned. Open-ended responses for all surveys can be found in Appendix E.

The first follow-up of District Administrators, High School Principals, and LVECs nonrespondents was conducted on December 29, 1988. The first follow-up for special needs coordinator respondents was conducted on December 30, 1988 and Middle School Principal nonrespondents on January 4, 1989.

A random sampling of 100 Elementary Principal nonrespondents was conducted on January 5, 1989. The following chart shows the overall number of surveys returned from the second mailing and the overall return rate for all surveys.

<u>Rate</u>	<u>Sent</u>	<u>Second Mailing</u>	<u>Overall Return</u>
	198	District Administrators	80.0%
	149	High School Principals	85.6%
	160	Middle School/Junior High Principals	72.2%
	100	Elementary Principals	25.0%
	52	Local Vocational Education Coordinators (LVECs)	86.1%
	<u>67</u>	Special Needs or At-Risk Coordinators	<u>61.5%</u>
Total	726 Surveys	364 Surveys	54.5% overall

Mailing labels for businesses were identified by LVECs and from the Department of Industry, Labor and Human Relations. The first survey was sent out on March 17, 1989 to 283 businesses. Cover letters and surveys can be found in Appendix C. An additional 300 randomly selected businesses throughout Wisconsin was sent on March 30, 1989. The following chart shows the numbers of surveys sent and the first return rate.

	<u>Sent</u>	<u>First Mailing</u>	<u>First Return Rate</u>
	283	Business and Industry	39.5%
	<u>300</u>	Business and Industry	<u>17.8%</u>
Total	583 Surveys	163 returned	27.9%

The first follow-up of business nonrespondents was sent on April 20 and April 26, 1989 respectfully. The following chart shows the number of surveys sent in the second mailing and the overall numbers of surveys returned.

	<u>Sent</u>	<u>Second Mailing</u>	<u>Overall Return Rate</u>
	172	Business and Industry	59.7%
	<u>251</u>	Business and Industry	<u>33.0%</u>
	423	107 Surveys	46.3%

Responses to open-ended statements from all eight surveys can be found in Appendix E.

Modifications

Additional monies and extension of project time were submitted and granted for the project. Based on input from the advisory committee, additional information was added to the handbook. Additional time to administer a second survey to business and industry, interpret the raw data and produce tables and graphics was given. Additional time was needed to compute the final editing of the chapters utilizing the work group members comments.

Chapter 3

DISSEMINATION

Evaluation results and work experience handbook content was presented at the following workshops:

1. The first presentation was at the High Technology Training Model Workshop held at the University of Wisconsin-Stout on June 7, 1989.
2. A presentation was given to the summer session "Administering Cooperative Education Programs" class held at the University of Wisconsin-Eau Claire on August 2, 1989.
3. Two round table discussions were presented for the Wisconsin Association of Secondary Vocational Administrators held at the Sheraton Hotel in Madison on August 14, 1989.
4. Two breakout sessions were given at the Department of Public Instruction's Summer Conference in Madison on August 15-16, 1989.
5. A display booth depicting the Work Experience Handbook Project was presented at the University of Wisconsin-Stout Research Day on September 21, 1989.
6. A presentation was given to the Wisconsin Council of Business Teacher Educators and State Supervisors meeting in Wisconsin Dells on September 22, 1989.

During all of the presentations many questions were answered and much input was received and utilized for the drafting of the work experience handbook. It was very beneficial to the researcher to receive reviews from educators on the preparation of this publication.

Chapter 4

RECOMMENDATIONS

Based on the results and conclusions derived from this study, the following recommendations are offered:

Recommendation Number 1

It is recommended that school-supervised work experiences be made available for students at all grade levels, and that staff, administration, Board of Education members, community members, and business/industry members take an active role.

Statement

The results of this study indicate that many key people within a school district are unaware or have misunderstood the work experience initiative that is part of the Education for Employment standard. The same holds true for the business and industries that were surveyed. Many companies expressed an interest for getting involved with educational institutions, and wanted to know how to go about it.

Recommendation Number 2

It is recommended that the Department of Public Instruction (DPI) provide inservice via workshops to all key school personnel of school districts on the school-supervised work experience methodology.

Statement

If school-supervised work experience is to be successful for all students at any grade, then all school personnel must be informed. All personnel should have the same objectives and goals for school-supervised work experience. This handbook provides the beginning for that common understanding. It is also noted that much expertise can be added from the local school districts and their business community. It is with this basic understanding then, of school-supervised work experience, that the DPI should

workshops to provide additional expertise and assistance as school districts implement school-supervised work experience.

Recommendation Number 3

It is recommended that the DPI compile a list of currently approved school-supervised work experiences and distribute to key personnel at all school districts.

Statement

Results from survey data indicated a need for successful models because these examples provide incentives for schools to implement school-supervised work experience. An ongoing review and updating of these examples could be a benefit to all school districts and could be shared during DPI workshops.

Recommendation Number 4

It is recommended that colleges and universities continue an active role in teaching the principles of school-supervised work experience component of the Education for Employment standard to education students.

Statement

The DPI is only one source of information for school-supervised work experience. Instructors within the university systems can also provide graduating students with knowledge of how to implement the school-supervised work experience methodology within a school district. Training would also be needed for the university staff of educational degrees to be consistent with the DPI's philosophy.

Recommendation Number 5

It is recommended that the DPI should set the parameters for the intent and use of this handbook.

Statement

Much expertise is available at the DPI and some was used in the development of this document. Many policy items were unresolved or undecided among the staff of DPI, and this resulted in a lack of clarification of specific wording within the handbook. DPI should continue to clarify policy issues related to work experience so that all department staff have similar understanding of the meanings of the policies. This will greatly enhance DPI's staff members as they work with schools who may have specific policy statement questions pertaining to the handbook.

Recommendation Number 6

It is recommended that follow-up research be conducted by the DPI on the impacts of school-supervised work experience on students.

Statement

This research project was the first successful attempt to define work experience on a K-12 grade level. Other manuals have been written, but with special populations or grade levels in mind. As more schools begin to implement this methodology and receive feedback from their graduates, the impacts of this methodology can be further improved. Many more studies can result from the utilization of this methodology as well as ways to improve and strengthen its overall goals. Consideration should be given to seeking grants to work with business and industry in obtaining this follow-up research information.

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

July 19, 1988

Ms. Belinda McCharen
State Department of Vocational-Technical Education
1500 W. Seventh Avenue
Stillwater, OK 74074-4364

Dear Ms. McCharen;

Recently the Wisconsin Department of Public Instruction granted a project to the University of Wisconsin-Stout. The Center for Vocational, Technical and Adult Education will be developing a Work Experience Handbook for grades K-12 during the next year. This handbook will provide work experience options available to school districts and help them plan and implement work experience programs on a broad level; taking into account present laws and codes of the Wisconsin Department of Industry, Labor and Human Relations covering youth employment, safety, statutes, and insurance and liability issues/policies.

As project director, I am very interested in what other states have been using as well as looking for guidelines for the Wisconsin model. Any information you can provide will be very helpful. If there is a cost involved for your materials, please note on enclosure.

Thank you for your assistance.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
Wisconsin DPI Work Experience Handbook
UW-Stout
Applied Arts Building - 225B
Menomonie, WI 54751
(715) 232-3196

KH:asm

Enclosure

16

REQUEST FOR MATERIALS

☐ I have materials and will be sending them shortly. There is no cost.

☐ I have materials and the cost for them is _____.

☐ I do not have the requested materials.

Name _____

Address _____

Please use the enclosed pre-paid envelope for your reply. Thank you!

Kathleen Hirsch, Project Director
Wisconsin DPI Work Experience Handbook
UW-Stout
Applied Arts Building-225B
Menomonie, WI 54751
(715) 232-3196

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

September 1, 1988

«name»
«school»
«street»
«address»

Dear «firstname»:

I would like to take this opportunity to say "Welcome Aboard!" The selection of the workgroup for the Wisconsin Work Experience Handbook project is just about finished with preparations being finalized for our first meeting.

The dates for that meeting are: Monday, September 12th starting at 2 p.m. and all day Tuesday, September 13th. The site is Howard Johnson's in Madison, the East Towne location. A packet of information to help you prepare for that meeting will be coming shortly.

I am looking forward to meeting and working with you during the coming year. If you have any questions, please feel free to write or give me a call.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Project Director
Wisconsin Work Experience Handbook Project
Center for Vocational, Technical & Adult Education
UW-Stout, 225B Applied Arts Building
Menomonie, WI 54751
(715) 232-3196

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

September 6, 1988

Ms. Marie Campos
Walker Middle School Principal
1712 South 32nd Street
Milwaukee, WI 53215

Dear Ms. Campos,

Recently, the Wisconsin Department of Public Instruction granted a project to the University of Wisconsin-Stout. The Center for Vocational, Technical and Adult Education will be developing a Work Experience Handbook for grades K-12 during the next year.

As project director, I am putting together the work group participants for this project. Your name has been recommended to me by the Department of Public Instruction. There are various groups being represented on the work group and a middle school principal is necessary when developing a handbook for grades K-12.

I wish to extend an invitation to you, to become part of this work group. The work group will meet twice during the course of the project. The first meeting is scheduled for September 12 (2:00p.m. - 8:30 p.m.) and 13, (8-4:30 p.m.) in Madison at the Howard Johnson Hotel - East Towne location. The second meeting date has not yet been finalized, but is planned for the end of January or first part of February. Mileage, meals and lodging will be reimbursed to you.

I will try to contact you when you return from vacation, but please feel free to contact me if you have any questions. A packet for the first meeting is being prepared and will be sent shortly. I look forward to working with you.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch
Project Director
Wisconsin Work Experience Handbook Project
UW-Stout
225B Applied Arts Building
(715) 232-3196

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
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UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

September 7, 1988

•name•
•school•
•street•
•address•

Dear •firstname•:

Here is the information promised you for our first work experience meeting on September 12th in Madison. Please review this packet prior to the meeting. The agenda for our two days is very complete with some questions for consideration. Feel free to add your own questions to this growing list. An update from the portion of Education for Employment Standard entitled School-Supervised Work Experience is also included.

Please bring this packet with you to our first meeting. Please return the blue Preference Form as soon as possible, so I can make your motel reservations. If you have any questions, please feel free to write or give me a call.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Project Director
225B Applied Arts Building
UW-Stout
Menomonie, WI 54751
(715) 232-3196

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION

715-232-1382
September 8, 1988

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

«name»
«school»
«street»
«address»

Dear «firstname»,

Please accept my appreciation for your willingness to participate on the panel for the Work Experience Handbook Project on Monday September 12, at 6 p.m. The site is Howard Johnson's in the Madison Room, the East Towne location. You are invited to join us for dinner. Immediately following, you will be asked to share your benefits and concerns on youth employment activities and work experience programs for approximately 10 minutes. Questions from the audience will follow.

This handbook will provide work experience options available to school districts grades K-12, and help them plan and implement work experience programs on a broad level. Handbook procedures will take into account present laws and codes of the Wisconsin Department of Industry, Labor and Human Relations covering youth employment, safety, statutes, and insurance and liability issues/policies.

Your personal and professional expertise in this area will be of benefit to the work group participants as they address the concerns for this handbook. Please keep track of mileage as you will be reimbursed. A packet of information which has been sent to the work group participants is included in this mailing. If you have any questions, please feel free to give me a call. I look forward to meeting you.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Project Director
Wisconsin Work Experience Handbook Project
Center for Vocational, Technical & Adult Education
UW-Stout, 225B Applied Arts Building (715) 232-3196
Menomonie, WI 54751

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

September 21, 1988

«name»
«school»
«street»
«address»

Dear «first name»;

Just a short note to express our appreciation for your participation on the Work Experience panel, September 12, 1988 from 6:00 - 8:30 p.m. at Howard Johnson's in Madison. We know you took time away from your very busy schedule to share your insights with us. Your comments generated much discussion not only that evening, but also the next morning.

We hope you continue with your high quality of involvement in work experience programs.

Thank you again.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Project Director
Work Experience Handbook Project
225B Applied Arts Building

KH:asm

c:«supervisor»

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UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

September 23, 1988

«name»
«school»
«street»
«address»

Dear «firstname»;

Just a short note to explain the materials I am sending out. A summary of the September 12th and 13th meetings has been developed. Joyce Hawthorne, who is part of our work group and was unable to attend, has asked that JTPA competencies be covered in her absence. We'll be taking a look at those at our next meeting. A complete draft of The Education for Employment document has been included. You received a portion of that earlier. The participant list now is final with corrections made from our meeting. I also wanted to share the recent issue of the SPIWET newsletter with all of you.

The two day workshop went well. It has generated many ideas for me and I am beginning the development of a school survey at this time. Again, please feel free to contact me if you have any questions.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Project Director
Work Experience Handbook Project
225B Applied Arts Building

KH:asm

WORK EXPERIENCE HANDBOOK PROJECT

Summary of September's Workshop

Attendance: D. Barnes, E. Bethke, M. Campos, E. Crawford-Gray, D. Dahlgren, R. Dignan, R. Enghagen, G. Gerharz, M. Irwin, R. James, H. Lee, J. Lee, D. Leibelt, M. Muehlius, M. Nelson, O. Nelson, R. Nelson, R. Schramm, W. Sherry, J. Stelsel, G. Swanstrom, S. Thompson, D. Wiltrout, and M. Zdroik

The work group met at the Howard Johnson's in Madison on September 12th and 13th. The purpose was to determine the needs of educators, students and employers when implementing work experience programs and to determine the content for a work experience handbook.

Richard Dignan discussed the background and need for this project. Shirley Thompson explained how the project was being sponsored. The work group was divided into three small work groups to facilitate discussion. Each group identified types of work experiences available and the outcomes for each.

After dinner, three employers shared their perceptions of work experience with the group. Each speaker had supervised one or more co-op students. All of the presenters thought that on-the-job experiences were worthwhile to the student and their company. They also shared several concerns with the group. This panel generated much discussion that evening, as well as the next morning.

The second day, the small groups presented to the entire group their conclusions on types and outcomes of work experience. Discussion began on what should be included in the handbook. Group consensus agreed on five areas: educational values and principles of work experience, typical work experience programs, outcomes and providers, health and welfare of students, administrative principles, and sample forms and procedures.

Jim Stelsel then explained the rules and regulations from the state and federal laws that must be followed when dealing with students in work experience programs. His discussion included age restrictions, hazardous equipment, the number of hours students can work weekly and length of their working day. He also provided handouts for the group.

Breaking into small groups again, discussion focused on: the necessary forms needed within the handbook, school and business/industry surveys, questions needed to glean data from work experience programs currently operating in school districts, and what populations should be surveyed.

The workshop ended with identifying February 9th and 10th, 1989 as our next meeting date. The site will remain at Howard Johnson's in Madison, with further details to be announced later.

WORK EXPERIENCE WORK GROUP PARTICIPANTS

(Updated 9/13/88)

Don Barnes

Elementary Principal
Conrad Elvehjem Elementary School
6009 Johnson
McFarland, WI 53558
(608) 838-3146

Eunice Bethke

Section Chief in Bureau for Vocational
Education
Department of Public Instruction
P.O. Box 7841
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(608) 267-9275

(Marie) Therese Campos

Principal
Walker Middle School
1712 South 32nd Street
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(414) 647-1360

Eyvonne Crawford-Gray

Community Services Specialist
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P.O. Box 7841
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(608) 267-9448

Dan Dahlgren

District Administrator
Lancaster Community School District
236 W. Maple Street
Lancaster, WI 53813
(608) 723-2175

Richard Dignan

Director of Bureau for Vocational Education
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Robert Enghagen

Planning and Evaluation Specialist
Department of Public Instruction
P.O. Box 7841
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George Gerharz

Director of Planning and Research
Community Relations-Social
Development Commission
161 West Wisconsin Avenue
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Joyce Hawthorne

Youth Planning Specialist
Division of Employment and Training Policy
Department of Industry, Labor and
Human Relations
P.O. Box 7972
Madison, WI 53707
(608) 267-7210

Michael Irwin

Executive Director
Central Wisconsin Private Industry Council
Suite One
130 2nd Street North
Wisconsin Rapids, WI 54494
(715) 421-0101

Dr. Richard James

Marketing Teacher Education
College of Business Education & Economics
4023 Carlson Building
UW-Whitewater
Whitewater, WI 53190
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Howard Lee

Co-Director
Center for Vocational, Technical and
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University of Wisconsin-Stout
Menomonie, WI 54751
(715) 232-2343

Jim Lee

Program Director
CESA 12
301 13th Avenue East
Ashland, WI 54806
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Don Leibelt

Agribusiness Instructor
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Green Bay, WI 54301
(414) 436-7680

Courtney Leonard

Wisconsin Council on Vocational
Education
1512 Cherry Road
Manitowoc, WI 54220
(414) 682-3763

Mary Muehlius

Wisconsin Council on Vocational
Education
Special Education Instructor from
Slinger School District
525 Main Street
Lomira, WI 53048
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Mary Nelson

CESA 6 School to Employment Project
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Fond du Lac, WI 54935
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Orville Nelson

Co-Director
Center for Vocational, Technical and
Adult Education
Room 218 Applied Arts building
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Menomonie, WI 54751
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Ron Nelson

Local Vocational Education Coordinator
Fond du Lac School District
382 Linden street
Fond du Lac, WI 54935
(414) 929-2704

Robert Schramm

Assistant Administrator and Director of
Instructional Services CESA 6
2300 Ripon Road
P.O. Box 2568
Oshkosh, WI 54903
(414) 233-2372

Wayne Sherry

Section Chief in Bureau for
Vocational Education
Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
(608) 267-9166

James Stelsel

Director for Labor Standards Bureau
Equal Rights Division
Department of Industry, Labor and
Human Relations - Room 403
201 East Washington Avenue
Madison, WI 53708
(608) 266-0026

Carolyn Stoner

District Administrator
Palmyra-Eagle Area School District
709 Maple Street
Palmyra, WI 53156
(414) 495-2117

Gary Swanstrom

High School Principal
Prairie Farm High School
Prairie Farm, WI 54762
(715) 455-1861

Shirley Thompson

Executive Director, Wisconsin Council on
Vocational Education
30 West Mifflin Suite 703
Madison, WI 53703
(608) 266-7813

Dan Wiltrout

Develops Grants for At-Risk and
Special Needs Learners
Stoughton Area School District
600 Lincoln Avenue
Stoughton, WI 53589
(608) 873-7257

Mary Jane Zdroik

Wisconsin Council on Vocational Education
Member
83 Highway 66
Rosholt, WI 54473
(715) 677-4592

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

DATE: November 4, 1988
TO: Work Group Participants
FROM: Kathy Hirsch, Project Director *KH*
DPI Work Experience Handbook Project
RE: Draft of School Survey

I need your help. You are all people who have lots of experience and good answers.

I'm finalizing the school survey and need your input. I know this survey is long, but the respondents for this one will be the LVECs. Much shorter versions of this survey will go out to DAs, principals etc. So please bear with me. See what you think of the questions. If you feel they could be asked differently please change on survey. Any comments you have, please put directly on the survey and send back to me. It would help if you would initial the survey as well. I would like to get this up and running within the next three weeks, so please try to return the survey in the enclosed envelope by November 11. So grab your red pen!!

Sorry to give you more stuff to do in an already too full schedule, but that's the price you pay for being so GOOD at what you do!!

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

January 13, 1989

«name»
«school»
«street»
«address»

Dear «firstname»,

Just a reminder for our upcoming Work Experience Workgroup meeting on Thursday, February 9th in Madison. We will start at 1:00 p.m. at Howard Johnson's East Towne and go till 7:30 p.m. A dinner is being planned for Thursday night. Friday, February 10th, we will start at 8:00 a.m. and end at 11:30 a.m. You will be able to leave before lunch.

I'm now working on the agenda and will send it out shortly with some other information for you to review prior to the meeting. Please return the yellow Preference Form by February 1st, so I can make your motel reservations. If you have any questions, please feel free to write or give me a call. See you in February!

Sincerely,

Kathleen Hirsch

Kathleen Hirsch
Project Director
Work Experience Handbook Project
218 Applied Arts
UW-Stout
Menomonie, WI 54751
(715) 232-3196

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: January 31, 1989

To: "Chris"
Howard Johnson
4822 East Washington
Madison, WI 53704

From: Kathy Hirsch *KH*
Room 225B Applied Arts
UW-Stout
Menomonie, WI 54751

Subject: 8 Room Reservations for February 9th, 1989

Please reserve the following rooms for these workshop participants:

- 1 Double for: Dan Dahlgren & Mrs. Dahlgren (Non-smoking)
- 1 Double for: Don Leibel & Courtney Leonard (Non-smoking)
- 1 Double for: Gary Swannstrom & Jim Lee (Smoking)
- 1 Double for: Mary Muehlius & Mary Zdroik (Non-smoking)
- 1 Double for: Ron Nelson & Mary Nelson (Non-smoking)

- 1 Single for: George Gerharz (?)
- 1 Single for: Howard Lee (Non-smoking)
- 1 Single for: Kathy Hirsch (Smoking)

Could you please see that they all receive the State Rates and State Tax Exemption.

Thank You!

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

DATE: February 3, 1989

TO: Work Experience Workgroup Participants

FROM: Kathy Hirsch *KH*

RE: Workshop Materials

Here are the materials needed for our upcoming workshop next Thursday and Friday. Included are the outline of the manual and the drafted sections of the handbook we will be discussing at that meeting, along with an agenda. All materials are subject to change, based on your input during the meeting. I hope you have an opportunity to review these materials. **Travel safely, stay warm and see you next week.**

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

March 2, 1989

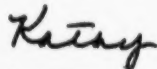
Bob Enghagen
WI Department of Public Instruction
Bureau for Vocational Education
Box 7841
Madison, WI 53707-7841

Dear Bob,

Here are the summary tables from the school surveys and breakout tables as promised. I have included printouts of the open-ended statements from those surveys that have been entered. Those are District Administrator, High School, Middle School and Elementary principal. I have to enter the LVEC and Special Needs responses yet and will send you copies when completed.

The outline shows what people have chosen to write about. Several have already turned their drafts in to me. It is looking good.

Sincerely,



Kathy Hirsch
Project Director
DPI Work Experience Handbook Project
225B Applied Arts
UW-Stout
Menomonie, WI 54751
715/232-3196

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

March 2, 1989

Richard Dignan
WI Department of Public Instruction
Bureau for Vocational Education
Box 7841
Madison, WI 53707-7841

Dear Dick,

Here are the summary tables from the school surveys and breakout tables as promised. I have included printouts of the open-ended statements from those surveys that have been entered. Those are District Administrator, High School, Middle School and Elementary principal. I have to enter the LVEC and Special Needs responses yet and will send you copies when completed.

The outline shows what people have chosen to write about. Several have already turned their drafts in to me. It is looking good.

Hope you had a relaxing vacation. The weather was cold and snowy while you were gone.

Sincerely,

Kathy

Kathy Hirsch
Project Director
DPI Work Experience Handbook Project
225B Applied Arts
UW-Stout
Menomonie, WI 54751
715/232-3196

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

March 3, 1989

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

Wayne Sherry
Department of Public Instruction
Bureau for Vocational Education
Box 7841
Madison, WI 53707-7841

Dear Wayne:

I wanted to talk with you during the Special Needs Conference about the work experience project, but you had many things to take care of during that time.

On the last day of our work experience workshop, I was asking people to sign up for an area they would address. After listening to your comments and going through my notes, could you work on an area for me? The area is "questions most frequently asked" and include brief answers.

I'm including two sets of questions already developed, but I think this is too much for that area. Could you be selective in what school personnel have already been asking you and your answers, and send me a draft when you are ready. Questions addressed to the Bureau are probably broader in nature and may be asked by many of the same kinds of people I'm addressing in the handbook. Thanks a lot. Call if you have questions.

Sincerely,

Kathy

Kathleen Hirsch
Work Experience Handbook Project
University of Wisconsin-Stout
Center for Vocational, Technical and Adult Education
225B Applied Arts Building
Menomonie, WI 54751
(715) 232-3196

js

Enclosures

33

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CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

March 8, 1989

«name»
«school»
«street»
«address»

Dear «firstname»;

Just a reminder to send me your draft copy of the area you selected to describe from our last workshop meeting. Many have completed the assignment and I thank you for sending it to me.

An update on the SPNS Conference and insurance companies:

I presented the outline of the handbook to work experience program operators and they were very receptive. Many questions were asked and a good discussion followed, with participants giving me materials they use within their districts. They are anxious to have a final copy when completed.

I was able to interview personnel from the Sentry Insurance Company in Stevens Point and Wausau Insurance. Both companies provided me with background information that can be included in the handbook and should be very helpful for school personnel. Wausau Insurance would like to review the handbook before it goes to DPI for editing. They are very supportive of this handbook and feel it will benefit them as well.

I hope to get some rough copies of the handbook out for your review by the first part of April. Your input is very important and much needed to make sure everything is in place and stated correctly.

The fun is just going to begin!!

Have a Happy Spring! ***

Sincerely,

Kathy

Kathy Hirsch
225B Applied Arts Building
Menomonie, WI 54751
(715) 232-3196

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: June 28, 1989

TO: Work Experience Workgroup Participants

FROM: Kathy Hirsch *KH*

RE: Work Experience Handbook

Here is the first chapter of the work experience handbook. Take a look at it and make any comments you have directly on this draft and mail it back to me. Please try to comment within the week. If it doesn't need any changes let me know that as well. Chapter two should be ready in one week. Thanks for your input!!

P.S. Hope you are having an enjoyable summer!

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

July 6, 1989

Paul Pytlik
700 North Water Street
Suite 800
Milwaukee, WI 53202

Dear Paul,

I am very glad that you will be reviewing the Wisconsin Work Experience Handbook. The legal perspective is required for the completion of this project. Administrative personnel from school districts will be developing school sponsored and school-supervised work experience programs and will want to make sure that their programs are legal. The purpose of this handbook is to inform the reader of the current laws, codes, and regulations covering youth employment and safety, statutes, insurance and liability issues/ policies. As you review this handbook, you will want to keep this in mind.

Your expertise in this area is very beneficial to the handbook and I appreciate your contribution. Please note that this manual is in "draft stages" and can still be edited for your comments or concerns. Enclosed is a form for reimbursement. As per our conversation, your fee will be \$600.00. Please sign and return in the envelope provided. If you have any questions, please feel free to call or write. I look forward to hearing your comments.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Director
DPI Work Experience Handbook Project
Center for Vocational, Technical and Adult Education
UW-Stout
225B Applied Arts Building
Menomonie, WI 54751
(715) 232-3196

Enclosure

MEMO OF UNDERSTANDING

Reviewer: Paul Pytlik

Date: July 6, 1989

Address: 700 North Water Street
Suite 800
Milwaukee, WI 53202

Services: Review the Wisconsin Work Experience Handbook

Completion Date: August 18th, 1989

Reimbursement: \$600.00

I certify that I have read the above and concur with all the arrangements as noted.

Signature

Date

Please complete all information below so that your honorarium may be processed and sent to your home address. Retain one copy for your records and return the other to the Center for Vocational, Technical and Adult Education, UW-Stout, Menomonie, WI 54751 (in the envelope provided).

Your Title: _____ SS#: _____

Home Address: _____

Employer's Name: _____

Employer's Address: _____

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

July 6, 1989

Mark Hoskins
118 W. Cherry Street
Lancaster, WI 53813

Dear Mark,

I am very glad that you will be reviewing the Wisconsin Work Experience Handbook. The legal perspective is required for the completion of this project. Administrative personnel from school districts will be developing school sponsored and school-supervised work experience programs and will want to make sure that their programs are legal. The purpose of this handbook is to inform the reader of the current laws, codes, and regulations covering youth employment and safety, statutes, insurance and liability issues/policies. As you review this handbook, you will want to keep this in mind.

Your expertise in this area is very beneficial to the handbook and I appreciate your contribution. Please note that this manual is in "draft stages" and can still be edited for your comments or concerns. Enclosed is a form for reimbursement. As per our conversation, your fee will be \$1,000.00. Please sign and return in the envelope provided. If you have any questions, please feel free to call or write. I look forward to hearing your comments.

Sincerely,

Kathleen Hirsch

Kathleen Hirsch, Director
DPI Work Experience Handbook Project
Center for Vocational, Technical and Adult Education
UW-Stout
225B Applied Arts Building
Menomonie, WI 54751
(715) 232-3196

MEMO OF UNDERSTANDING

Reviewer: Mark Hoskins

Date: July 6, 1989

Address: 118 W. Cherry Street
Lancaster, WI 53813

Services: Review the Wisconsin Work Experience Handbook

Completion Date: August 18th, 1989

Reimbursement: \$1,000.00

I certify that I have read the above and concur with all the arrangements as noted.

Signature

Date

Please complete all information below so that your honorarium may be processed and sent to your home address. Retain one copy for your records and return the other to the Center for Vocational, Technical and Adult Education, UW-Stout, Menomonie, WI 54751 (in the envelope provided).

Your Title: _____ SS#: _____

Home Address: _____

Employer's Name: _____

Employer's Address: _____

Enclosure

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: July 24, 1989

To: Work Experience Workgroup Participants

From: Kathy Hirsch KH

Re: Work Experience Handbook

Time got away on me, so for your review I am including Chapters 2 and 3. I appreciate all the handwritten comments you provided for Chapter 1. The directions will remain the same. Make your comments directly on these drafts and then mail them back to me in the prepaid envelope.

Your input is helping clarify this handbook. Keep up the good work!!

P.S. Two lawyers have been retained to review the handbook when completed. I will keep you posted on their comments. Continue to enjoy these warm and sunny summer days!!

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: July 28, 1989

To: Paul Pytlik
700 North Water Street
Suite 800
Milwaukee, WI 53202

From: Kathy Hirsch *KL*
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Re: Chapters 7 and 8 of Work Experience Handbook

The two sections I am sending for your review are Health and Welfare of Students which is Chapter 7 and Work Experience Procedures and Forms which is Chapter 8. As mentioned on the telephone, please feel free to rewrite statements so schools can better understand this material. Any additional information you feel that may be helpful to the reader, please include when you send back your review. I look forward to your critique.

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: July 28, 1989

To: Mark Hoskins
118 W. Cherry Street
Lancaster, WI 53813

From: Kathy Hirsch ^{KH}
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Re: Chapters 7 and 8 of Work Experience Handbook

The two sections I am sending for your review are Health and Welfare of Students which is Chapter 7 and Work Experience Procedures and Forms which is Chapter 8. As mentioned on the telephone, please feel free to rewrite statements so schools can better understand this material. Any additional information you feel that may be helpful to the reader, please include when you send back your review. I look forward to your critique.

CORRESPONDENCE/MEMORANDUM University of Wisconsin Stout

Date: August 9, 1989
To: Work Experience Workgroup Participants
From: Kathy Hirsch *KH*
Re: Work Experience Handbook

Chapter 4 is now ready for your review. If you have not responded to Chapters 2 and 3 yet, please send them to me as soon as possible. Conversations with the lawyers indicate that Chapters 7 and 8 look pretty good. A few comments will be added by them and then I will send the chapters out for your review.

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: August 25, 1989
To: Work Experience Workgroup Participants
From: Kathy Hirsch *KH*
Re: Work Experience Handbook

Chapter 7 is now ready for your review. Several good suggestions came from the lawyers and I want you to let me know your thoughts on their opinions.

1. A legal brief on "Liability Issues of Work Training Programs" has been prepared by the lawyers which could be placed in the appendices or incorporated within Chapter 7. This brief would eliminate several written sections as they now appear:

- Wisconsin Child Labor Laws (pages 6-8)

A paragraph would be added to read "Wis. Adm. Code Ind 70.05 provides detailed hours of labor of minors by age and further provides time of day restrictions, meal periods, and certain other rules. These rules are complex, and subject to change. Revision of Ind 70, together with any questions concerning implementation of this chapter maybe obtained from the Wisconsin Department of Industry, Labor and Human Relations, Room 400-X, 201 E. Washington Ave. P.O. Box 7946, Madison WI 53707.

- Safety Guidelines (pages 12-16)

It was suggested to delete field trip section (pg. 12), safety instruction for the work place (pgs. 13-14), and supervision of students (pg. 16) as it is covered in the brief.

- Insurance (pages 20-21)

It was suggested to delete liability coverage (pg. 20), and Worker's Compensation (pg. 20) as it is covered in the brief.

- Transportation (page 21) This is also covered in the brief.

2. Information from the lawyers regarding possible inclusions into the appendices are:
Wisconsin Jury Instructions, "Negligence:Teacher: Duty to Instruct or Warn" and Wisconsin Jury Instructions, "Negligence:Teacher: Duty to Supervise Students".

These illustrate to the teacher the precise areas of injury that a judge would read to a jury in the event the school or teacher is included as a party defendant in a lawsuit.

Please let me know what you think would best work for school districts. Please circle your answer.

1. Yes, use lawyers ideas No, keep chapter as is
2. Yes, use lawyers ideas No, keep chapter as is

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: August 28, 1989

To: Paul Pytlik
700 North Water Street
Suite 800
Milwaukee, WI 53202

From: Kathy Hirsch *KH*
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Subject: Chapters 1 and 2 of Work Experience Handbook

The two sections I am sending for your review are Educational Values and Principles of Work Experience which is Chapter 1 and A Framework for Understanding K-12 Work Experience which is Chapter 2. Any editorial comments you feel that may be helpful to the reader, please put directly on this copy. I look forward to your critique.

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: August 28, 1989

To: Mark Hoskins
118 W. Cherry Street
Lancaster, WI 53813

From: Kathy Hirsch *KH*
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Subject: Chapters 1 and 2 of Work Experience Handbook

The two sections I am sending for your review are Educational Values and Principles of Work Experience which is Chapter 1 and A Framework for Understanding K-12 Work Experience which is Chapter 2. Any editorial comments you feel that may be helpful to the reader, please put directly on this copy. I look forward to your critique.

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: August 31, 1989
To: Work Experience Workgroup Participants
From: Kathy Hirsch *KH*
Re: Work Experience Handbook

Chapter 8 is now ready. Evaluation forms and activity sheets that were part of Chapter 3 and 4 have been taken out of those chapters and inserted into this chapter as per suggested by workgroup. Now **all** forms will be in one section. See what you think. Are there any forms that are missing? I have included three versions of an employer evaluation for you to select the best one. Thanks!!!!!!!

Can you send this back to me **ASAP**?

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: September 14, 1989

To: Paul Pytlik
700 North Water Street
Suite 800
Milwaukee, WI 53202

From: Kathy Hirsch *KH*
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Re: Chapters 3 and 4 of Work Experience Handbook

The two sections I am sending for your review are **School-Supervised Work Experience on the Elementary Level** which is Chapter 3 and **School-Supervised Work Experience on the Middle School and/or Junior High Level** which is Chapter 4. Any editorial comments you feel that may be helpful to the reader, please put directly on this copy. I look forward to your critique.

Please return **ASAP**. Thank you.

jrr

CORRESPONDENCE/MEMORANDUM University of Wisconsin-Stout

Date: September 14, 1989

To: Mark Hoskins
118 W. Cherry Street
Lancaster, WI 53813

From: Kathy Hirsch *KA*
225B Applied Arts Building
UW-Stout CVTAE
Menomonie, WI 54751
(715) 232-3196

Re: Chapters 3 and 4 of Work Experience Handbook

The two sections I am sending for your review are **School-Supervised Work Experience on the Elementary Level** which is Chapter 3 and **School-Supervised Work Experience on the Middle School and/or Junior High Level** which is Chapter 4. Any editorial comments you feel that may be helpful to the reader, please put directly on this copy. I look forward to your critique.

Please return **ASAP**. Thank you.

jrr

CORRESPONDENCE/MEMORANDUM University of Wisconsin Stout

Date: September 22, 1989
To: Work Experience Workgroup Participants
From: Kathy Hirsch *kh*
Re: Work Experience Handbook

Chapter 5 "Use of School-Supervised Work Experience on the High School Level" is now ready for your review. If you have not responded to Chapters 7 and 8 yet, please send them to me ASAP. I appreciate the speed with which you have returned your recommendations. Many good comments have come in and changes have been made based on your input. There is only one chapter left for your review which will go out next week. The end is in sight ! ! !

CORRESPONDENCE/MEMORANDUM University of Wisconsin Stout

Date: September 28, 1989
To: Work Experience Workgroup Participants
From: Kathy Hirsch *KA*
Re: Work Experience Handbook

Chapter 6 "Administrative Principles and Providers" is now ready for your review. If you have not responded to Chapter 5 yet, please send it to me ASAP. I have appreciated your many good comments.

The end is here! Thank you all so very much!

Appendix B

Workshop Materials

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Wisconsin DPI Work Experience Handbook

AGENDA

STEERING COMMITTEE

June 13, 1988 12:30 p.m. - 4:30 p.m.

HOWARD JOHNSON'S at EAST TOWNE

Purpose: To review the Wisconsin DPI Work Experience Handbook project design and activities.

Objectives:

1. Determine constituencies which need to be represented by the work group.
2. Prepare a list of people to serve in these various areas.
3. Identify the major legal and insurance problems and concerns LEAs face related to work experience based program.

12:30 p.m. (Lunch will be available)

1:00 p.m. Welcome and Introductions

1:15 p.m. Review of project purpose and design

- purpose
- objectives
- need
- approach
- activities time schedule

1:45 p.m. Discussion of work experience

2:25 p.m. Identify work group participants

3:00 p.m. Discussion of major legal and insurance concerns

- Comments from DPI staff

4:15 p.m. Summarize

4:25 p.m. Complete travel reimbursement forms

- Set next meeting date

4:30 p.m. Adjourn

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

DATA SHEET

STEERING COMMITTEE MEETING

<u>DATE</u>	<u>MEETING SITE</u>	<u>TIME</u>
June 13, 1988	Howard Johnson East Towne Board Room 4822 East Washington US 151 and I90 - 94 Madison, WI 53704 (608)244-6265	12:30- 4:30 p.m.

Reimbursement Policy You will be reimbursed for workshop expenses not to exceed State Uniform Guideline Rates for meals, mileage and lodging. Please be prepared to pay for your expenses and keep receipts. You will be reimbursed for your expenses by completing a travel expense report.

- In order to help you coordinate rides, a list of steering committee participants is enclosed.

Enclosures

Agenda
List of Participants
Map of Howard Johnson's

WORK EXPERIENCE STEERING COMMITTEE

Eunice Bethke

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Stoughton Area School District
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WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

AGENDA

WORK GROUP MEETING

September 12, 1988 2:00 - 8:30 P.M.

September 13, 1988 8:00 A.M. - 4:00 P.M.

HOWARD JOHNSON'S EAST TOWNE - US 151 & I90-94

Purpose: To determine the needs of educators, students and employers when implementing work experience programs and determine the content for a work experience handbook.

- Objectives:**
1. Identify what students should learn when using work experience as a methodology.
 2. Identify the concerns, needs and problems that educational agencies and business/industry face when sponsoring work experience programs.
 3. Identify the types of work agreements, procedures, legal documents and other information that needs to be in the handbook.
 4. Develop a general framework for the work experience handbook.

September 12, 1988 - MADISON ROOM

- 2:00 p.m. Welcome and Introductions.
- 2:20 p.m. Background of the Project
- Need for the project - Richard Dignan
 - Sponsorship of project - Shirley Thompson
 - Review of Project Purpose and Work Group Assignments.
 - First Meeting
 - Second Meeting
- 2:50 p.m. BREAK
- 3:05 p.m. Identify All Types of Work Experience (Small Groups)
- List how they are used.
 - Possible outcomes for each type of work experience
 - Identify the developmental sequence
 - List all possible concerns
 - How should work experience be structured so it is a learning experience?
 - Define terms as necessary
 - Identification of resources
 - Orient to Evening and Next Day
- 5:15 p.m. BREAK till Dinner
- 6:00 p.m. DINNER (with discussion)

- 6:45 p.m. Business/Industry Panel to identify benefits and concerns regarding work experience programs, Questions & Answers
10 minute presentations from:
- financial institution
 - manufacturing firm
 - retail/sales
 - food services
 - agri business
- 8:30 p.m. ADJOURN

September 13, 1988 - EXECUTIVE ROOM

- 8:00 a.m. Welcome and Overview of Day
- 8:15 a.m. Review Benefits and Concerns from panel:
- Identify Work Experience Options (Committee Reports)
 - their impacts/concerns
 - their objectives for students
 - set of definitions
- 9:15 a.m. Discussion on Content for Work Experience Handbook
- Identify necessary chapters and sections
 - Appendices
 - Review of other state's documents
- 10:15 a.m. BREAK
- 10:25 a.m. Identify necessary procedures and forms for handbook.
(Small Groups)
- 11:30 a.m. Establish table of contents for each section in handbook.
- 12:00 p.m. LUNCH (with discussion)
- 12:45 p.m. What are the laws/regulations we must deal with? -
Jim Stelsel
- 1:30 p.m. Business/Industry and School Surveys (small groups)
- Purpose of Survey
 - People to be Surveyed
 - Discuss Survey Questions
 - Piloting Surveys
- 2:45 p.m. BREAK
- 2:55 p.m. Summarize
- Complete travel reimbursement forms
 - Set next meeting date.
- 4:00 p.m. ADJOURN

WORK EXPERIENCE WORK GROUP PARTICIPANTS

Don Barnes

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Mary Iane Zdroik

Wisconsin Council on Vocational Education Member
83 Highway 66
Rosholt, WI 54473
(715) 677-4592

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

DATA SHEET

WORK GROUP MEETING

<u>DATE</u>	<u>MEETING SITE</u>	<u>TIME</u>
September 12, 1988	Howard Johnson East Towne Madison Room 4822 East Washington US 151 and I90 - 94 Madison, WI 53704 (608) 244-6265	2:00 - 8:30 p.m.
September 13, 1988	Executive Room	8 a.m. - 4 p.m.
Reimbursement Policy	You will be reimbursed for workshop expenses not to exceed State Uniform Guideline Rates for meals, mileage and lodging. Please be prepared to pay for your expenses and keep receipts. You will be reimbursed for your expenses by completing a travel expense report.	
Note:	• If you require lodging, when checking in please mention that you should receive the State Rate. • In order to help you coordinate rides, a list of workshop participants is enclosed. • A dinner is planned for the work group on Monday night and lunch for Tuesday. Other meals will be on your own. • Please bring along any materials that you use within your school/agency (example: training agreements, employers forms, handbook, etc.). We will be reviewing these documents during the workshop.	
Enclosures	Agenda List of Participants Map of Howard Johnson's Workshop Handouts Preference Form Prepaid Envelope	

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

Preference Form for September Work Group Meeting

Please complete and return this form by September 2, 1988 to:

Kathleen Hirsch
Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
225B Applied Arts Building
Menomonie, WI 54751

Please use the enclosed pre-paid envelope for your reply. Thank you!

Arrangements will be made for participants requiring lodging to share double rooms.

• **Lodging Requirements:** (check one)

_____ My home base is within daily driving distance of the meeting, therefore, I will not need lodging.

_____ Please reserve a room for the night of September 12th.

• **Handicapped Access Needed:** (check one)

_____ Yes

_____ No

• **Room Preference if lodging at Howard Johnson's:** (check one)

_____ Smoker

_____ Nonsmoker

• **Speical Dietary Requirements:** (check one)

_____ Yes Please List _____

_____ No

(Name - please print)

(Title)

(Agency/School)

_____ Male

_____ Female

(Phone Number)

PARTICIPANT LIST
WORK EXPERIENCE HANDBOOK WORKSHOP
Howard Johnson's East Towne - Madison, WI
September 12, 1988

1. Dan A. Dahlgren
2. Jim Lee
3. Marie T. Campos
4. Howard D. Lee*
5. Gary Swanstrom
6. Don C. Leibelt
7. Mary Nelson
8. Ronald Nelson
9. Mike Irwin
10. Eunice Bethke
11. Dick Dignan
12. George Gerharz
13. Jim Stelsel
14. Don Barnes
15. Dan Wiltrout
16. Richard James
17. Eyvonne Crawford-Gray
18. Mary Muehlius
19. Shirley B. Thompson
20. Mary Jane Zdroik
21. Robert Schramm
22. Orville Nelson*
23. Wayne Sherry
24. Bob Enghagen
25. Kathleen Hirsch*
26. Rod Donaldson
27. Mrs. Donaldson
28. Tom Ellis
29. Bette Boss

*UW-Stout Employees

PARTICIPANT LIST
WORK EXPERIENCE HANDBOOK WORKSHOP
Howard Johnson's East Towne - Madison, WI
September 13, 1988

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15. Mike Irwin
16. Bob Enghagen
17. Maary A. Nelson
18. Wayne A. Sherry
19. Ronald Nelson
20. Eyvonne Crawford-Gray
21. Howard D. Lee*
22. Orville Nelson*
23. Jim Lee
24. Kathleen Hirsch*
25. Don Barnes

*UW-Stout Employees

QUESTIONS FOR CONSIDERATION

Purpose of Work Experience

1. Achieving education goals and objectives through work experience -What is the role of educational goals in work experience?
2. "There is not enough material for work experience available for classroom teaching."
3. What is the purpose of school supervised work experience?
4. What are examples of career awareness and exploration for work experience?

Kinds of Differences

5. What should students learn from work experience as a methodology?
6. How should work experience be structured so it's a learning experience?
7. What are some different kinds of work experience and what are the outcomes expected of the different kinds?
8. Are these outcomes consistent with what should be learned by students?
9. Is there some kind of developmental sequence for structuring work experience as a learning methodology?
10. What concerns do you have with using work experience as a learning methodology?
11. Has our structure overcome these concerns?
12. What is the conceptual framework for work experience? What are the characteristics?
13. Wouldn't non-paid work experience be a stepping stone to paid employment?
(Experience based career education - Group training sites.)
14. What are the guidelines for paid work experience and unpaid work experience?

Business/Industry Involvement

15. What will it take you to get involved with work experience?
16. What are the needs of B/I? (Eliminate the negative, stress the positive.)
17. How does the employer evaluate the student (check list, etc.)?
18. How can job sites be developed in a small community?

Credit/Educational Planning

19. How to determine credit, when should credit begin and how much? (Could parallel credit for lab experiences.)
20. What types of competencies can be acquired by each type of work experience in handbook? (List them.)
21. When do students have to be given credit for work experience during school hours? (Paid vs. volunteer)
22. How many hours of unpaid work experience would count for a 1/2 credit course work? Can this unpaid be abused? When should it become paid?

Procedures

23. Find out how many students participate by gender, grade and level of student in work experience programs (through survey).
24. What is supervision? What is adequate supervision?
25. How is it supervised? Is it a physical thing? Is it structured?
26. Can work experience be offered outside of the regular school day?
27. What procedures must be followed? (Handbook needs to discuss procedures.)
28. Simulated work experience as a model. What is the rationale and why?
29. How many students can a coordinator work with?
30. When does a student have to be paid? Provide practical examples!
31. What constitutes a bona fide "volunteer" (e.g., when, where, under what circumstances)?
32. How old/what grade do students have to be in before they can have a paid work experience during school hours? How about unpaid?
33. Are written agreements (training agreements/plans) required for students who are placed on the job during school hours? Who must sign it? If so, what must it minimally contain? What responsibility, if any, does the school have to the employer who is providing the on-the-job experience?
34. Do you assist training on-the-job or do the employers only train students?
35. When do students have to have a work permit (eg., work experience per se vs. a field trip)?

36. What are the intended responsibilities of those who issue a work permit? Can you legally pull the work permit of a student who has poor grades and/or attendance? What are the issuers responsibilities if work is after school hours but is affecting school performance?
37. Who needs a work permit? Can students work at multiple jobs with each of these jobs requiring a work permit?
38. What responsibility if any, does the school have for providing transportation to and/or from job sites?
39. What types of transportation are available for students to and from work?

Legal Considerations

40. What is the legal basis for work experience based programs (misused and misunderstood)?
41. Can we establish some general guides and standards that assure safety (legality) of students and writing of legal requirements, develop generic guidelines. What are they?
42. What is the accident incident rate for various occupations?
43. Are students in a work experience program covered by workman's compensation insurance? Does whether the student is being paid or not affect this?
44. Who provides insurance on the jobs?
45. What is the liability of the school/coordinator/student when involved with work experience?
46. Because of it being paid employment, is the student eligible for workman's comp./unemployment if problems arise?
47. Who is liable for injuries or damage at a worksite in a work experience setting?
48. Are students in a work experience program covered by unemployment compensation insurance?

Role of Teacher/Supervisor

49. What is the role of the teacher in work experience?
50. Who can teach/coordinate a work experience program?
51. Does there have to be a class (related instruction) taught in the school for students who are placed in the community on job sites?

52. Is there an official policy for amount of supervision required? (Have workgroup brainstorm this.)
53. What represents the bare minimum of school supervision required when a student works during school hours?
54. Do teachers have to visit students while they are physically at their job sites or is the employers presence adequate?
55. Once student is placed, how often do you make employer contacts?
56. How to insure safety instructions within classroom?
57. How does the risk management plan include a safety review?

DEFINITIONS

Apprenticeship training program: A program which is conducted or sponsored by an employer, a group of employers of a joint apprenticeship committee representing both employers and a union, and which contains all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices.

Career exploration: The process by which elementary and secondary pupils identify and evaluate life and work choices, explore and plan career goals, and acquire realistic life and work decision-making skills.

Career development: That part of human development concerned with the continuous, lifelong evolution of lifestyle relative to one's self-concept and one's growth in occupational knowledge and experience.

Career guidance and counseling: Those programs (A) which pertain to the body of subject matter and related techniques and methods organized for the development in individuals of career awareness, career planning, career decision making, placement skills and knowledge and understanding of local, state, and national occupational, educational, and labor market needs, trends, and opportunities and (B) which assist them in making and implementing informed educational and occupational choices.

Child labor permit: Permits the issuance of permits to minors 14 years of age and over, minors 12 and over in school lunch programs, in street trades, and as caddies on golf courses.

Community-based organizations: Private nonprofit organizations which are representative of communities or significant segments of communities which provide job training services (for example, Opportunities Industrialization Centers, the National Urban League, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, agencies serving youth, agencies serving the handicapped, agencies serving displaced homemakers, union-related organizations, and employer-related nonprofit organizations) and organizations serving nonreservation Indians as well as tribal governments and Native Alaskan groups.

Community field experiences: Are short term activities to learn about work and related life roles by studying, observing, and participating in them in an environment (actual or simulated) where those roles occur.

Competency: Satisfactory performance of one or more tasks by the student.

Co-op: A program of instruction in which the student is enrolled in a class; course content is directly related to on-the-job instruction at the training station.

Cooperative Education: A method of instruction of vocational education for individuals who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, but the two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and to his or her employability.

Developmental guidance program: A comprehensive K-12 guidance program which is based on the concept that as all children mature, they pass through identifiable developmental stages that are vital to their growth as individuals. Educational activities and instruction are provided that will assist all children in their personal/social, career, and learning development.

Education for Employment: or Standard (m) requires all school districts to provide all students, throughout their education, access to classes and programs designed to prepare them for employment.

Employer: Shall mean and include every person, firm or corporation agent, manager, representative, contractor, subcontractor or principal, or other person having control or direction of any person employed at any labor or responsible directly or indirectly for the wages of another.

Entrepreneur: An individual who undertakes self-directed initiatives and assumes personal risks in creating and operating a profit-oriented business.

Entrepreneur education: A separate specialized offering or a method of instruction which infused basic academic skills, small business management concepts and practices, development of personal characteristics, and encouragement of entrepreneurial traits into existing courses and programs. Most of the self-employed base their enterprise around an occupational skill, which is most often acquired through a vocational education curriculum.

Hazardous conditions: Occupations designated by State and/or Federal law as dangerous and injurious to the health and well-being of youth under 18 years of age.

Instructional Program Component: That part of the Occupational Preparation Program that includes occupational preparation for students according to their declared career objective at a six-digit level or a two-digit level.

Job shadowing: Shadowing is a preliminary activity which provides experiences of what it is like in a particular concentration of work. There is no pay for this activity and usually no school credit given.

Mentor: The person who works with a participant in the project by responding to the assessment, helping with the individual development plan, by providing a sounding board for course activities and reacting to shadowing and internship experiences. Contact may sometimes be structured and planned or it may be spontaneous.

Mentor Program: A mentor relationship provides the participant with individualized assistance throughout the program. The mentor draws upon a wide range of administrative experience to advise the student. The mentoring program is a common and effective component of many equity education programs.

Minors: Any person under 18 years of age.

More specific occupational training: Opportunities to learn about work and related life roles by studying, observing and performing them in an environment (actual or simulated) where those roles occur. The employer derives no immediate advantage from the student trainee's efforts.

New Program: The addition of a new occupational cluster including a work experience component (i.e. co-op, soe or simulated experience).

Occupational goal: Objectives for what is being done work experience that should be a part of a training plan.

Occupational Preparation Program: That portion of the vocational education program that directly applies to preparation for paid or unpaid employment. It would include: 1) the instructional programs and 2) sequence and/or prerequisite courses.

Sequence course: A course or courses in a total vocational program area leading up to an occupational preparation program.

Simulation: A term describing three levels of business experience in the classroom: (a) task simulation; (b) position simulation, and (c) model office simulation.

Small business: For profit-enterprises employing 500 or fewer employees.

Student-Learner: Means a student who is receiving instruction in an accredited school, college or university and who is employed on a part-time basis, pursuant to a bona fide vocational training program.

Teacher-Coordinator: A member of the school staff responsible for administering the school program and resolving all problems that arise between the school regulations and the on-the-job activities of the student/learner.

Training agreement: (Cooperative Agreement) A written agreement which defines the responsibilities of the employer, the school, the student, the parents, and the teacher-coordinator and includes pertinent information regarding employment of the student at the training station.

Training plan: (Cooperative Instructional Plan) A plan developed by the teacher-coordinator, the employer and/or supervisor, and the student indicating what is to be learned by a specific student and whether it is to be learned in the classroom or at the training station after a careful analysis of the student's career objective and training station office occupation.

Training sponsor: The employer who signs the training agreement and is responsible for providing the learning experiences for the student-learner on the job as defined by the training plan.

Training station: The industry or business indicating a willingness to participate and cooperate with the individual school and the teacher/coordinator in a cooperative education program.

Training supervisor: The person directly responsible for training, supervising, and evaluating the student/learner at the training station.

Vocational Education Act: A law originally passed in 1963, amended in 1968, and now consolidated as part of the Educational Amendments of 1976 (PL94-482). The purposes of the act are to: (a) improve planning for vocational and manpower programs; (b) expand, improve, and maintain existing vocational education programs; (c) overcome sex discrimination in vocational education; (d) develop courses for new and emerging occupations; and (e) provide work-study assistance to students.

Vocational Education Data Systems: A system required by Sec. 421 which shall include information on vocational education: 1) students (including information concerning race, sex, and handicapping); 2) programs; 3) program completers and leavers; 4) placement and follow-up; 5) staff; 6) facilities; and 7) expenditures in relation to principal purposes of this Act.

Vocational Student Organizations: Those organizations for individuals enrolled in vocational education programs which engage in activities as an integral part of the instructional program. Such organizations may have state and national units which aggregate the work and purposes of instruction in vocational education at the local level.

Work experience

School-Supervised work experience: A set of planned educational experiences, supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs.

Paid work experiences: Provides an opportunity to learn about work and related life roles by studying, observing, and performing them in an environment where those roles actually occur. The employer derives economic advantage from the student trainee's efforts.

Unpaid work experience: Provides an opportunity to learn about work and related life roles by studying, observing, and performing them in an environment where those roles actually occur. The student derives no economic gain from these experiences.

Work-study: A type of work experience program not necessarily related to an in-school class, where a student has an identified financial need and, therefore; may be scheduled to work in the school or some other nonprofit organization for a wage. High school credit may be received for this experience. The wages, although paid by the school or nonprofit organization may be reimbursable under a special provision in the Vocational Education Act.

ROLE OF WORK GROUP MEMBERS

The work group will have an important role in the products developed by the project.

1. They will meet twice during the course of the project.
2. Members will evaluate the draft copy of the handbook.

First Meeting

1. The first meeting of the work group will be devoted to Identifying the concerns, needs and problems educational agencies and business/ Industry face as they sponsor work experience programs.
2. A general framework for the handbook will be developed.
3. Work group members will Identify the types of work agreements, procedures, legal documents and other Information that needs to be Included In the handbook.

Second Meeting

- 1. The second meeting of the work group will be devoted to reviewing the results of the educational and business/industry surveys.**

- 2. Review the outline of the handbook.**

PURPOSE: To determine the needs of educators, students and employers when implementing work experience programs and determine the content for a work experience handbook.

- OBJECTIVES:**
1. Identify what students should learn when using work experience as a methodology.
 2. Identify the concerns, needs and problems that educational agencies and business/industry face when sponsoring work experience programs.
 3. Identify the types of work agreements, procedures, legal documents and other information that needs to be in the handbook.
 4. Develop a general framework for the work experience handbook.

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

AGENDA

WORK GROUP MEETING

February 9, 1989 1:00 - 7:30 p.m.

February 10, 1989 8:00 a.m. - 11:30 a.m.

HOWARD JOHNSON'S EAST TOWNE - US 151 & I90-94

- Purpose:** To review the data results of the school surveys, the outline of the work experience handbook and solicit input for the business/industry survey.
- Objectives:**
1. Categorize the needs, benefits and concerns that district administrators, principals, coordinators of special at-risk programs, and LVECs have identified.
 2. Review and provide input for the drafted sections of handbook.
 3. Review the business/industry survey.
 4. Determine the types of sample forms and legal information needed in the handbook.

February 9, 1989 - EXECUTIVE ROOM

Please have lunch on your own before start of meeting.

- 1:00 p.m. Welcome and Introductions. (Coffee available)
- 1:15 p.m. Project Update
- Review project purpose and objectives
 - Review accomplished activities
- 2:00 p.m. Review Survey Results
- 3:00 p.m. BREAK
- 3:15 p.m. Survey Results continued
- 4:00 p.m. Discussion outline
- 5:00 p.m. BREAK till Dinner
- 5:15 p.m. DINNER (with discussion)
- 6:00 p.m. Review drafted sections of handbook (small groups)
- 6:45 p.m. Determine possible policy statements:
Do you want minimum standards set for
coordination time, hours for supervision, etc?
- 7:30 p.m. ADJOURN

February 10, 1989 - EXECUTIVE ROOM

Please have breakfast on your own before start of meeting.

- 8:00 a.m. Welcome and Overview of Morning
 (coffee available)
- 8:15 a.m. Review Business/Industry Survey:
- Purpose of survey
 - People to be surveyed
 - Discuss the survey questions
- 9:15 a.m. BREAK
- 9:30 a.m. Discussion on:
- developing a program district policy
 - utilizing CESAs, PIC, CBOs, VTAEs, University
 - sources of funding
 - risk management (safety instruction)
 - acronyms
 - model school programs (listing)
 - resource people (listing)
 - forms - accident reporting form
 visitation log
- 11:15 a.m. Summarize
- Complete travel reimbursement forms
 - **Further contact will be made by mail**
- 11:30 a.m. ADJOURN

Have a SAFE trip home!!!!!!!!!!!!!!!!!!!!!!

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

DATA SHEET

WORK GROUP MEETING

<u>DATE</u>	<u>MEETING SITE</u>	<u>TIME</u>
February 9, 1989	Howard Johnson East Towne Executive Room 4822 East Washington US 151 and I90 - 94 Madison, WI 53704 (608)244-6265	1:00 - 7:30 p.m.
February 10, 1989	Executive Room	8 a.m. - 11:30 a.m.
Reimbursement Policy	You will be reimbursed for workshop expenses not to exceed State Uniform Guideline Rates for meals, mileage and lodging. Please be prepared to pay for your expenses and keep receipts. You will be reimbursed for your expenses by completing a travel expense report.	
Note:	• If you require lodging, when checking in please mention that you should receive the State Rate. • In order to help you coordinate rides, a list of workshop participants is enclosed. • A dinner is planned for the work group on Thursday night. Other meals will be on your own.	
Enclosures	Agenda List of Participants Map of Howard Johnson's Workshop Handouts	

WISCONSIN WORK EXPERIENCE HANDBOOK PROJECT

Preference Form for February Work Group Meeting

Please complete and return this form by **February 1, 1989** to:

Kathleen Hirsch
Center for Vocational, Technical and Adult Education
University of Wisconsin-Stout
225B Applied Arts Building
Menomonie, WI 54751

Please use the enclosed prepaid envelope for your reply. Thank you!

Arrangements will be made for participants requiring lodging to share double rooms.

• **Lodging Requirements:** (check one)

_____ My home base is within daily driving distance of the meeting, therefore, I will not need lodging.

_____ Please reserve a room for the night of February 9th.

• **Room Preference if lodging at Howard Johnson's:** (check one)

_____ Smoker

_____ Nonsmoker

• **Thursday Dinner**

_____ I plan on staying for the meal

_____ I can't be there for the meal

(Name - please print)

(Agency/School)

(Phone Number)

Participant List
Work Experience Workshop
Howard Johnsons East Towne - Madison, WI
February 9 and 10, 1989

- | | |
|---------------------|----------------------|
| 1. Don Leibelt | 12. Jim Lee |
| 2. Dan Wiltrout | 13. Richard James |
| 3. Carolyn Stoner | 14. Shirley Thompson |
| 4. Marie Campos | 15. Courtney Leonard |
| 5. Gary Swanstrom | 16. Mary Muehlius |
| 6. Ron Nelson | 17. Dan Dahlgren |
| 7. Richard Dignan | 18. George Gerhartz |
| 8. Mary Nelson | 19. Jim Stelsel |
| 9. Eunice Bethke | 20. Howard Lee* |
| 10. Wayne Sherry | 21. Kathy Hirsch* |
| 11. Robert Enghagen | |
-

* UW-Stout Employees

Purpose: To review the data results of the school surveys, the outline of the work experience handbook and solicit input for the business/industry survey.

- Objectives:**
1. Categorize the needs, benefits and concerns that district administrators, principals, coordinators of special at-risk programs, and LVECs have identified.
 2. Review and provide input for the drafted sections of handbook.
 3. Review the business/industry survey.
 4. Determine the types of sample forms and legal information needed in the handbook.

SCHOOL SURVEY UPDATE

	<u>Sent</u>	<u>Returned</u>	<u>Rate of Return</u>
District Administrator	432	345	79.8%
High School Principals	440	376	85.4%
Middle School Principals	292	210	71.9%
Elementary Principals	1265	317	25.0%
LVECs	217	183	84.3%
At-Risk, SPNS, WECEP Coord.	104	64	61.5%

DISTRICT ADMINISTRATORS

- more direction from DPI on expansion
- more information on standards
- work on public relations with employers and parents
- additional state funding - more money for supervision
- limited work possibilities within the community
- more out-of-school apprenticeships with credit
- new program with open enrollment
- better supervision and follow-up
- more education of work sites for teachers
- only work experience for special needs or vocational areas
- make sure school personnel who visit employers know the specific goals of the program and the students supervised
- more support to teacher and staff when trying to implement with administration and Board of Education
- determine an effective way to evaluate students
- credit incentives
- organized approach
- more time for staff to coordinate and supervise
- administration needs to take an active role and take the lead in putting effective programs in place
- state funded positions as project coordinators - supervisors
- graduation requirements hurt
- develop district policy regarding school insurance policy coverage for at-school and out-of-school

ELEMENTARY PRINCIPAL

- curriculum revision to include career exploration and awareness
- more partnerships with business/industry to create awareness of variety of skills
- more emphasis on university level
- more staff inservice on "how to" incorporate ideas into the classroom
- more staff subsidy
- a district coordinator to integrate components
- do more simulations
- more support from administration, business, parents
 - cooperation between academic and vocational staff.
- more time, more money
- expose more students at earlier grades to various professionals, business people, labors etc. Reoccurring experiences should be planned to insure a more powerful impact.
- more time in school day, school year.
- school is located in a low socio-economic community where many of the students are "at-risk" and aren't afforded many opportunities other than school to experience the world of work.
- all our programs are related to field trips
- mostly applies to junior and senior high classes not elementary
- create a resource manual for elementary use of resources in the community

HIGH SCHOOL PRINCIPALS

- need time, person to coordinate and supervise all programs
- need a larger employment base
- more district support
- inservice and incentives for employers
- want examples of successful programs
- more guidelines and ideas on how to implement
- involve more students
- eliminate liability insurance problem
- better coordination in our own school
- need to develop a district policy
- more funding from the state for staffing
- tax credits for employers
- provide better supervision/coordination with business/industry
- we offer this for special need or at-risk students only
- more pressure directed at school boards and District Administrator to start formal programs
- more inservice by DPI
- want to know more from schools operating a program already
- require training for work experience teachers at a state level

Appendix C **Survey Instruments/Cover Letters**

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CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

November 16, 1988

Dear LVECs,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a Work Experience Handbook for grades K-12. This handbook will identify work experience options available to school districts and help them to plan and implement work experience programs to meet the Education for Employment Standard. In that standard, school supervised work experience programs has been defined to mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs." Work experience is used as a generic term to include, but not limited to, field trips, co-op, work study, etc.; which would provide realistic learning activities for students.

As project director, I am very interested in what school districts have been doing as well as looking for guidelines for the work experience handbook. Our Center is conducting a study of work experience activities and programs of all school districts in Wisconsin. The information will be obtained through questionnaires being sent to district administrators, high school principals, middle/junior high school principals, elementary principals, LVECs, coordinators of special needs programs and directors of curriculum instruction. Business and industry employers will be surveyed to share their perceptions of work experience programs. Currently, a statewide advisory group is looking at the issues surrounding work experience programs.

I would like your assistance in completing this study. Please take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and school districts will be kept confidential.

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

KH:asm

Enclosures

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

November 16, 1988

Dear District Administrator,

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CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

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Enclosures

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

November 16, 1988

Dear High School Principal,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a Work Experience Handbook for grades K-12. This handbook will identify work experience options available to school districts and help them to plan and implement work experience programs to meet the Education for Employment Standard. In that standard, school supervised work experience programs has been defined to mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs." Work experience is used as a generic term to include, but not limited to, field trips, co-op, work study, etc.; which would provide realistic learning activities for students.

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

November 18, 1988

Dear Middle School/Junior High Principal,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a Work Experience Handbook for grades K-12. This handbook will identify work experience options available to school districts and help them to plan and implement work experience programs to meet the Education for Employment Standard. In that standard, school supervised work experience programs has been defined to mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs." Work experience is used as a generic term to include, but not limited to, field trips, co-op, work study, etc.; which would provide realistic learning activities for students.

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UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

November 16, 1988

Dear Elementary Principal,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a Work Experience Handbook for grades K-12. This handbook will identify work experience options available to school districts and help them to plan and implement work experience programs to meet the Education for Employment Standard. In that standard, school supervised work experience programs has been defined to mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs." Work experience is used as a generic term to include, but not limited to, field trips, co-op, work study, etc.; which would provide realistic learning activities for students.

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Kathleen Hirsch

Kathleen Hirsch, Project Director
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Enclosures

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

November 18, 1988

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

Dear At-Risk Coordinator,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a Work Experience Handbook for grades K-12. This handbook will identify work experience options available to school districts and help them to plan and implement work experience programs to meet the Education for Employment Standard. In that standard, school supervised work experience programs has been defined to mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs." Work experience is used as a generic term to include, but not limited to, field trips, co-op, work study, etc.; which would provide realistic learning activities for students.

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Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
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Enclosures

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UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

March 29, 1989

Dear Personnel Director,

The Wisconsin Department of Public Instruction and the Center for Vocational, Technical and Adult Education at the University of Wisconsin-Stout are currently conducting a project to develop a **Work Experience Handbook for grades K-12**. This handbook will identify work experience options available to school districts and help them plan and implement work experience programs. School-supervised work experience programs mean "a set of planned educational experiences supervised by licensed school personnel, designed to enable learners to acquire attitudes, skills and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs."

We are interested in your company's involvement in work experience. Data from this survey will be used to address Wisconsin work experience programs.

Please assist us in completing this study. Take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and companies will be kept confidential.

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715) 232-3196

KH:asm

Enclosures

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

December 30, 1988

Dear LVEC,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

Perhaps the first survey sent has been mislaid, so I have enclosed another for your convenience. Your name has been randomly selected as part of a special follow-up group of elementary principals. Please take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and school districts will be kept confidential.

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance in completing this study.

Sincerely yours,

Kathy

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
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Enclosures

CVTAE
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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

December 30, 1988

Dear District Administrator,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

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Sincerely yours,

Kathleen Hirsch

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Enclosures

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

December 30, 1988

Dear High School Principal,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

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Sincerely yours,

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Enclosures

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715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE, WISCONSIN 54751

December 30, 1988

Dear Middle School/Junior High Principal,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

Perhaps the first survey sent has been mislaid, so I have enclosed another for your convenience. Your name has been randomly selected as part of a special follow-up group of elementary principals. Please take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and school districts will be kept confidential.

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance in completing this study.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

Enclosures

CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE - WISCONSIN 54751

January 4, 1989

Dear Elementary Principal,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

Perhaps the first survey sent has been mislaid, so I have enclosed another for your convenience. Your name has been randomly selected as part of a special follow-up group of elementary principals. Please take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and school districts will be kept confidential. **Please return this survey by January 12th.**

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance in completing this study.

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

Enclosures

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CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

December 30, 1988

Dear Coordinator of Special Needs Program,

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

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Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

Enclosures

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CVTAE
CENTER FOR VOCATIONAL TECHNICAL AND ADULT EDUCATION
715-232-1382

UNIVERSITY OF WISCONSIN
STOUT
MENOMONIE WISCONSIN 54751

April 26, 1989

Recently you received a Work Experience survey. The main objective of this survey is the identification of work experience activities/programs used by Wisconsin school districts. We are interested in your company's involvement in work experience. Data from this survey will be used to address Wisconsin work experience programs. The response has been most gratifying; however, I need your completed questionnaire to increase the validity of the survey data.

Perhaps the first survey sent has been mislaid, so I have enclosed another for your convenience. Please take a few minutes of your time to complete the enclosed survey and return it in the prepaid business reply envelope. All participant names and businesses will be kept confidential.

If you have any questions regarding the survey, please feel free to contact me. Thank you for your assistance in completing this study. **Please return this survey by May 12, 1989.**

Sincerely yours,

Kathleen Hirsch

Kathleen Hirsch, Project Director
CVTAE, 218 Applied Arts Building
University of Wisconsin-Stout
Menomonie, WI 54751
(715/232-3196)

Enclosures

100

107

SURVEY OF WORK EXPERIENCES IN SCHOOL

CVTAE/DPI
7312.A1

Work Experience Handbook Project
LVEC Questionnaire

12/88

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1) ☐ Small size district (999 and under)
 - (2) ☐ Medium size district (1,000 - 2,999)
 - (3) ☐ Large size district (3,000 and over)
2. Which of the following best describes the area served by your school district?
 - (1) ☐ rural (farms and towns under 4,000)
 - (2) ☐ small city (4,000-15,000)
 - (3) ☐ metropolitan (over 15,000)
 - (4) ☐ Other _____
3. What are the opportunities for your students to be employed in your community after graduation?
 - (1) ☐ Minimal
 - (2) ☐ Good
 - (3) ☐ Excellent
4. Do your school district policies support school supervised work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
5. Has the Education for Employment standard changed your work experience programs?
 - (1) ☐ Yes (How: _____)
 - (2) ☐ No
6. What types of school supervised work experience activities do you have? (Check all that apply)
 - (1) ☐ Field trips
 - (2) ☐ Career exploration
 - (3) ☐ Job shadowing
 - (4) ☐ Simulation
 - (5) ☐ On-the-job training
 - (6) ☐ Co-op
 - (7) ☐ Work experience
 - (8) ☐ Self-employment
 - (9) ☐ Work study
 - (10) ☐ Other _____
7. At what grade levels do work experience activities take place? (Check all that apply)
 - (1) ☐ K-6
 - (2) ☐ 7-9
 - (3) ☐ 10-12
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply)
 - (1) ☐ lack of business support
 - (2) ☐ lack of coordination time
 - (3) ☐ lack of qualified support staff
 - (4) ☐ limited district support
 - (5) ☐ lack of student interest
 - (6) ☐ transportation to and from work site
 - (7) ☐ the paper work required
 - (8) ☐ child care for in-school students' children
 - (9) ☐ insurance and liability issues
 - (10) ☐ Other _____
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply)
 - (1) ☐ limited number of business employers
 - (2) ☐ lack of parental support
 - (3) ☐ low pay for the student/no pay
 - (4) ☐ work sites have too high expectations for the student(s)
 - (5) ☐ insurance and liability issues
 - (6) ☐ wage and hour regulations
 - (7) ☐ inadequate safety program
 - (8) ☐ inadequate work site supervision
 - (9) ☐ Other _____
10. What have been some positive outcomes or benefits from your work experience programs? (Check all that apply)
 - (1) ☐ builds positive work attitudes
 - (2) ☐ provides for application of basic skills
 - (3) ☐ builds parent interest/support
 - (4) ☐ provides access to modern equipment and technology at a reasonable cost
 - (5) ☐ creates an awareness and contacts with business/industry
 - (6) ☐ provides a practical classroom at low cost to the district
 - (7) ☐ student has opportunity to earn money
 - (8) ☐ encourages some students to stay in school
 - (9) ☐ provides work experience
 - (10) ☐ Other _____

CVTAE/DPI 7312.A2

11. What unique activities are you currently using within your work experience programs?

(1) _____
 (2) _____
 (3) _____
 (4) _____

12. Is one person given overall responsibility for your work experience programs?

(1) Yes
 (2) No

13. Are certain people responsible for different components of your work experience programs?

(1) Yes
 (2) No

14. Who coordinates your work experience programs? Please give TITLE/POSITION of that person.

(1) High school level _____

 (2) Middle school level _____

 (3) Elementary level _____

15. When do you operate your supervised work experience programs? (Check one)

(1) school year/during school hours
 (2) school year/after school hours
 (3) summer only
 (4) year round
 (5) don't have a program

16. What is the maximum amount of credit earned toward graduation for work experience?

(1) none
 (2) .5 credit
 (3) one credit
 (4) two credits
 (5) three credits
 (6) more than three credits

17. How many hours of work experience are needed per awarded credit?

(1) 150 hours or under
 (2) 151 hours - 200 hours
 (3) 201 hours and over

18. Do you utilize Carl Perkins monies for your supervised work experience programs?

(1) Yes
 (2) No

19. What other kinds of funding sources are used? (Check all that apply)

(1) JTPA 8% funds
 (2) JTPA grants from PICs
 (3) district tax funds
 (4) business/industry sources
 (5) private sources/foundations
 (6) CESAs
 (7) Community Based Organizations
 (8) VTAEs
 (9) Special Education
 (10) Other _____

20. What is the average number of hours per week that a student participates in a work experience program? (Check one)

(1) 1-5 hours
 (2) 6-10 hours
 (3) 11-15 hours
 (4) 16-20 hours
 (5) 21 hours or more

21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (Check one)

(1) none
 (2) 1-14 minutes
 (3) 15-29 minutes
 (4) 30-59 minutes
 (5) 1-2 hours
 (6) 3 or more hours

22. Do you have a training agreement for each student participating in work experience programs?

(1) Yes
 (2) No (Skip next question)

23. Who is included in the signing of the training agreements? (Check all that apply)

(1) student
 (2) teacher
 (3) parent (a legal guardian)
 (4) employer
 (5) school district
 (6) Other _____

24. Do you develop individual training plans for all students participating in work experience programs?

(1) Yes
 (2) No

25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?

- (1)___ Yes
(2)___ No
(3)___ Don't know

26. Are safety instructions provided in the classroom for the student prior to work experience?

- (1)___ Yes
(2)___ No

27. Are safety instructions provided on-the-job to the student during work experience?

- (1)___ Yes
(2)___ No

28. Do you have a district policy for students leaving school for work experience?

- (1)___ Yes
(2)___ No

29. What types of records are kept for students in work experience programs? (Check all that apply)

- (1)___ number of hours per week
(2)___ name/address/phone of company and student, also student's supervisor's name and phone
(3)___ monthly, weekly reports from student
(4)___ evaluations of student by immediate supervisor on the job
(5)___ final report by student
(6)___ grade given by instructor/mentor
(7)___ number of credits per semester
(8)___ evaluation by student of work experience
(9)___ number of on-site visits by instructor/mentor per semester
(10)___ Other _____

30. Are you aware of any regulations or laws that hinder your work experience programs?

- (1)___ Yes, which ones?

- (2)___ No

31. Please list ways that work experience programs could be improved.

We want to survey Business/Industry and gather information related to school supervised work experiences. Would you please identify one small, one medium and one large business in your area? Thank you!

	Business Name	Contact Person	Address, City, State, Zip	Size
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

PLEASE USE BACK OF PAGE FOR ANY ADDITIONAL COMMENTS!

PLEASE ENCLOSE A COPY OF YOUR TRAINING AGREEMENT, TRAINING PLAN AND DISTRICT POLICY STATEMENT WITH THIS SURVEY.

THANK YOU for completing this survey. Please use enclosed prepaid envelope and return by January 9, 1989 to:
Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715/232-3196)

SURVEY OF WORK EXPERIENCES IN SCHOOL

CVTAE/DPI
7313.A1

Work Experience Handbook Project
District Administrator Questionnaire

12/88

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1) ☐ Small size district (999 and under)
 - (2) ☐ Medium size district (1,000 - 2,999)
 - (3) ☐ Large size district (3,000 and over)
2. Which of the following best describes the area served by your school district?
 - (1) ☐ rural (farms and towns under 4,000)
 - (2) ☐ small city (4,000-15,000)
 - (3) ☐ metropolitan (over 15,000)
 - (4) ☐ Other _____
3. What are the opportunities for your students to be employed in your community after graduation?
 - (1) ☐ Minimal
 - (2) ☐ Good
 - (3) ☐ Excellent
4. Do your school district policies support school supervised work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
5. Has the Education for Employment standard changed your work experience programs?
 - (1) ☐ Yes (How: _____)
 - (2) ☐ No
6. Do you have a district policy for students leaving school for work experience?
 - (1) ☐ Yes (Please enclose a copy)
 - (2) ☐ No
7. What is the maximum amount of credit earned toward graduation for work experience?
 - (1) ☐ none
 - (2) ☐ .5 credit
 - (3) ☐ one credit
 - (4) ☐ two credits
 - (5) ☐ three credits
 - (6) ☐ more than three credits
8. How many hours of work experience are needed per awarded credit?
 - (1) ☐ 150 hours or under
 - (2) ☐ 151 hours - 200 hours
 - (3) ☐ 201 hours and over
9. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?
 - (1) ☐ Yes
 - (2) ☐ No
 - (3) ☐ Don't know
10. Are you aware of any regulations or laws that hinder your work experience programs?
 - (1) ☐ Yes, which ones?

 - (2) ☐ No
11. School District Name _____
City _____

Please list ways that work experience programs can be improved.

THANK YOU for completing this survey. Please use back of page for any additional comments!

Please use the enclosed prepaid envelope and return by January 9, 1989 to:
Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715/232-3196)

SURVEY OF WORK EXPERIENCES IN SCHOOL

CVTAE/DPI
7314.A1

Work Experience Handbook Project
High School Principal Questionnaire

12/88

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1) ☐ Small size district (999 and under)
 - (2) ☐ Medium size district (1,000 - 2,999)
 - (3) ☐ Large size district (3,000 and over)
2. Which of the following best describes the area served by your school district?
 - (1) ☐ rural (farms and towns under 4,000)
 - (2) ☐ small city (4,000-15,000)
 - (3) ☐ metropolitan (over 15,000)
 - (4) ☐ Other _____
3. What are the opportunities for your students to be employed in your community after graduation?
 - (1) ☐ Minimal
 - (2) ☐ Good
 - (3) ☐ Excellent
4. Do your school district policies support school supervised work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
5. Has the Education for Employment standard changed your work experience programs?
 - (1) ☐ Yes (How: _____)
 - (2) ☐ No
6. What types of school supervised work experience activities do you have? *(Check all that apply)*
 - (1) ☐ Field trips
 - (2) ☐ Career exploration
 - (3) ☐ Job shadowing
 - (4) ☐ Simulation
 - (5) ☐ On-the-job training
 - (6) ☐ Co-op
 - (7) ☐ Work experience
 - (8) ☐ Self-employment
 - (9) ☐ Work study
 - (10) ☐ Other _____
7. At what grade levels do work experience activities take place? *(Check all that apply)*
 - (1) ☐ 9th
 - (2) ☐ 10th
 - (3) ☐ 11th
 - (4) ☐ 12th
8. What problems/concerns have you had with work experience programs in your school district?
(Check all that apply)
 - (1) ☐ lack of business support
 - (2) ☐ lack of coordination time
 - (3) ☐ lack of qualified support staff
 - (4) ☐ limited district support
 - (5) ☐ lack of student interest
 - (6) ☐ transportation to and from work site
 - (7) ☐ extra paper work involved
 - (8) ☐ child care for in-school students' children
 - (9) ☐ insurance and liability issues
 - (10) ☐ Other _____
9. What problems/concerns have you had with business/industry when dealing with work experience programs?
(Check all that apply)
 - (1) ☐ limited number of business employers
 - (2) ☐ lack of parental support
 - (3) ☐ low pay for the student/no pay
 - (4) ☐ work sites have too high expectations for the student(s)
 - (5) ☐ insurance and liability issues
 - (6) ☐ wage and hour regulations
 - (7) ☐ inadequate safety program
 - (8) ☐ inadequate work site supervision
 - (9) ☐ Other _____
10. What have been some positive outcomes or benefits from your work experience programs?
(Check all that apply)
 - (1) ☐ builds positive work attitudes
 - (2) ☐ provides for application of basic skills
 - (3) ☐ builds parent interest/support
 - (4) ☐ provides access to modern equipment and technology at a reasonable cost
 - (5) ☐ creates an awareness and contacts with business/industry
 - (6) ☐ provides a practical classroom at low cost to the district
 - (7) ☐ student has opportunity to earn money
 - (8) ☐ encourages some students to stay in school
 - (9) ☐ provides work experience
 - (10) ☐ Other _____
11. Is one person given overall responsibility for your work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No

CVTAE/DPI 7314.A2

12. Are certain people responsible for different components of your work experience programs?

(1) ☐ Yes
(2) ☐ No

13. Who coordinates your work experience programs? (Check all that apply)

(1) ☐ District Administrator
(2) ☐ LVEC
(3) ☐ Curriculum Coordinator
(4) ☐ School Counselor
(5) ☐ High School Principal
(6) ☐ WECEP Coordinator
(7) ☐ At-Risk Coordinator
(8) ☐ Education for Employment Coordinator
(9) ☐ JTPA Coordinator
(10) ☐ Other _____

14. When do you operate your supervised work experience programs? (Check one)

(1) ☐ school year/during school hours
(2) ☐ school year/after school hours
(3) ☐ summer only
(4) ☐ year round
(5) ☐ don't have a program

15. What is the maximum amount of credit earned toward graduation for work experience?

(1) ☐ none
(2) ☐ .5 credit
(3) ☐ one credit
(4) ☐ two credits
(5) ☐ three credits
(6) ☐ more than three credits

16. How many hours of work experience are needed per awarded credit?

(1) ☐ 150 hours or under
(2) ☐ 151 hours - 200 hours
(3) ☐ 201 hours and over

17. Do you utilize Carl Perkins monies for your supervised work experience programs?

(1) ☐ Yes
(2) ☐ No

18. What other kinds of funding sources are used? (Check all that apply)

(1) ☐ JTPA 8% funds
(2) ☐ JTPA grants from PICs
(3) ☐ district tax funds
(4) ☐ business/industry sources
(5) ☐ private sources/foundations
(6) ☐ CESAs
(7) ☐ Community Based Organizations
(8) ☐ VTAEs
(9) ☐ Special Education
(10) ☐ Other _____

19. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?

(1) ☐ Yes
(2) ☐ No
(3) ☐ Don't know

20. Do you have a district policy for students leaving school for work experience?

(1) ☐ Yes
(2) ☐ No

21. Are you aware of any regulations or laws that hinder your work experience programs?

(1) ☐ Yes, which ones?

(2) ☐ No

22. High School Name _____
City _____

Please list ways that work experience programs could be improved.

Thank you for completing this survey! Please return in the enclosed prepaid envelope by January 9, 1989 to:
Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715/232-3196)

SURVEY OF WORK EXPERIENCES IN SCHOOL

CVTAE/DPI

Work Experience Handbook Project

12/88

7315.A1

Middle School/Junior High Principal Questionnaire

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1)___ Small size district (999 and under)
 - (2)___ Medium size district (1,000 - 2,999)
 - (3)___ Large size district (3,000 and over)
2. Which of the following best describes the area served by your school district?
 - (1)___ rural (farms and towns under 4,000)
 - (2)___ small city (4,000-15,000)
 - (3)___ metropolitan (over 15,000)
 - (4)___ Other_____
3. What are the opportunities for your students to be employed in your community after graduation?
 - (1)___ Minimal
 - (2)___ Good
 - (3)___ Excellent
4. Do your school district policies support school supervised work experience programs?
 - (1)___ Yes
 - (2)___ No
5. Has the Education for Employment standard changed your work experience programs?
 - (1)___ Yes (How:_____)
 - (2)___ No
6. What types of school supervised work experience activities do you have? *(Check all that apply)*
 - (1)___ Field trips
 - (2)___ Career exploration
 - (3)___ Job shadowing
 - (4)___ Simulation
 - (5)___ On-the-job training
 - (6)___ Co-op
 - (7)___ Work experience
 - (8)___ Self-employment
 - (9)___ Work study
 - (10)___ Other _____
7. At what grade levels do work experience activities take place? *(Check all that apply)*
 - (1)___ 6th
 - (2)___ 7th
 - (3)___ 8th
 - (4)___ 9th
8. Is one person given overall responsibility for your work experience programs?
 - (1)___ Yes
 - (2)___ No
9. Are certain people responsible for different components of your work experience programs?
 - (1)___ Yes
 - (2)___ No
10. Who coordinates your work experience activities or programs? *(Check all that apply)*
 - (1)___ District Administrator
 - (2)___ LVEC
 - (3)___ Curriculum Coordinator
 - (4)___ School Counselor
 - (5)___ Middle School/Jr. High Principal
 - (6)___ WECEP Coordinator
 - (7)___ At-Risk Coordinator
 - (8)___ Education for Employment Coordinator
 - (9)___ JTPA Coordinator
 - (10)___ Other _____
11. Do you utilize Carl Perkins monies for your supervised work experience programs?
 - (1)___ Yes
 - (2)___ No

CVTAE/DPI 7315.A2

12. What other kinds of funding sources are used?

(Check all that apply)

- (1)___ JTPA 8% funds
- (2)___ JTPA grants from PICs
- (3)___ district tax funds
- (4)___ business/industry sources
- (5)___ private sources/foundations
- (6)___ CESAs
- (7)___ Community Based Organizations
- (8)___ VTAEs
- (9)___ Special Education
- (10)___ Other _____

13. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?

- (1)___ Yes
- (2)___ No
- (3)___ Don't know

14. Do you have a district policy for students leaving school for work experience?

- (1)___ Yes
- (2)___ No

15. Are you aware of any regulations or laws that hinder your work experience programs?

- (1)___ Yes, which ones?

- (2)___ No

16. Middle School/Jr. High Name _____

City _____

Please list ways that work experience programs could be improved.

Additional Comments:

THANK YOU for completing this survey.

Please return in the enclosed prepaid envelope by January 9, 1989 to:

Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715/232-3196)

SURVEY OF WORK EXPERIENCES IN SCHOOL

CVTAE/DPI
7316.A1

Work Experience Handbook Project
Elementary Principal Questionnaire

12/88

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1) ☐ Small size district (999 and under)
 - (2) ☐ Medium size district (1,000 - 2,999)
 - (3) ☐ Large size district (3,000 and over)
2. Which of the following best describes the area served by your school district?
 - (1) ☐ rural (farms and towns under 4,000)
 - (2) ☐ small city (4,000-15,000)
 - (3) ☐ metropolitan (over 15,000)
 - (4) ☐ Other _____
3. What are the opportunities for your students to be employed in your community after graduation?
 - (1) ☐ Minimal
 - (2) ☐ Good
 - (3) ☐ Excellent
4. Do your school district policies support school supervised work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
5. Has the Education for Employment standard changed your work experience programs?
 - (1) ☐ Yes (How: _____)
 - (2) ☐ No
6. What types of school supervised work experience activities do you have? (*Check all that apply*)
 - (1) ☐ Field trips
 - (2) ☐ Career exploration
 - (3) ☐ Job shadowing
 - (4) ☐ Simulation
 - (5) ☐ On-the-job training
 - (6) ☐ Co-op
 - (7) ☐ Work experience
 - (8) ☐ Self-employment
 - (9) ☐ Work study
 - (10) ☐ Other _____
7. At what grade levels do work experience activities take place? (*Check all that apply*)
 - (1) ☐ K
 - (2) ☐ 1st grade
 - (3) ☐ 2nd grade
 - (4) ☐ 3rd grade
 - (5) ☐ 4th grade
 - (6) ☐ 5th grade
 - (7) ☐ 6th grade
8. Is one person given overall responsibility for your work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
9. Are certain people responsible for different components of your work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No
10. Who coordinates your work experience activities or programs? (*Check all that apply*)
 - (1) ☐ District Administrator
 - (2) ☐ LVEC
 - (3) ☐ Curriculum Coordinator
 - (4) ☐ School Counselor
 - (5) ☐ Elementary Principal
 - (6) ☐ WECEP Coordinator
 - (7) ☐ At-Risk Coordinator
 - (8) ☐ Education for Employment Coordinator
 - (9) ☐ JTPA Coordinator
 - (10) ☐ Other _____
11. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?
 - (1) ☐ Yes
 - (2) ☐ No
 - (3) ☐ Don't know

CVTAE/DPL 7316.A2

12. Are you aware of any regulations or laws that hinder your work experience programs?

(1)____ Yes , which ones?

(2)____ No

13. Elementary School Name_____

City, Zip_____

Please list ways that work experience programs could be improved.

Additional Comments:

THANK YOU for completing this survey.

Please return in the enclosed prepaid envelope by **January 9, 1989** to:

Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751
(715/232-3196)

SURVEY OF WORK EXPERIENCE IN SCHOOLS

CVTAE/DPI
7317.A1

Work Experience Handbook Project
Special Needs Questionnaire

12/88

Please respond to each of the following questions and statements as they relate to your school supervised work experience activities or programs.

1. Check the K-12 student population that fits your district:
 - (1) ☐ Small size district (999 and under)
 - (2) ☐ Medium size district (1,000 - 2,999)
 - (3) ☐ Large size district (3,000 and over)

2. Which of the following best describes the area served by your school district?
 - (1) ☐ rural (farms and towns under 4,000)
 - (2) ☐ small city (4,000-15,000)
 - (3) ☐ metropolitan (over 15,000)
 - (4) ☐ Other _____

3. What are the opportunities for your students to be employed in your community after graduation?
 - (1) ☐ Minimal
 - (2) ☐ Good
 - (3) ☐ Excellent

4. Do your school district policies support school supervised work experience programs?
 - (1) ☐ Yes
 - (2) ☐ No

5. Has the Education for Employment standard changed your work experience programs?
 - (1) ☐ Yes (How: _____)
 - (2) ☐ No

6. What types of school supervised work experience activities do you have? *(Check all that apply)*
 - (1) ☐ Field trips
 - (2) ☐ Career exploration
 - (3) ☐ Job shadowing
 - (4) ☐ Simulation
 - (5) ☐ On-the-job training
 - (6) ☐ Co-op
 - (7) ☐ Work experience
 - (8) ☐ Self-employment
 - (9) ☐ Work study
 - (10) ☐ Other _____

7. At what grade levels do work experience activities take place? *(Check all that apply)*
 - (1) ☐ K-6
 - (2) ☐ 7-9
 - (3) ☐ 10-12

8. What problems/concerns have you had with work experience programs in your school district? *(Check all that apply)*
 - (1) ☐ lack of business support
 - (2) ☐ lack of coordination time
 - (3) ☐ lack of qualified support staff
 - (4) ☐ limited district support
 - (5) ☐ lack of student interest
 - (6) ☐ transportation to and from work site
 - (7) ☐ extra paper work involved
 - (8) ☐ child care for in-school students' children
 - (9) ☐ insurance and liability issues
 - (10) ☐ Other _____

9. What problems/concerns have you had with business/industry when dealing with work experience programs? *(Check all that apply)*
 - (1) ☐ limited number of employers
 - (2) ☐ lack of parental support
 - (3) ☐ low pay for the student-no pay
 - (4) ☐ work sites have too high expectations for the student(s)
 - (5) ☐ insurance and liability issues
 - (6) ☐ wage and hour regulations
 - (7) ☐ inadequate safety program
 - (8) ☐ inadequate work site supervision
 - (9) ☐ Other _____

10. What have been some positive outcomes or benefits from your work experience programs? *(Check all that apply)*
 - (1) ☐ builds positive work attitudes
 - (2) ☐ provides for application of basic skills
 - (3) ☐ builds parent interest/support
 - (4) ☐ provides access to modern equipment and technology at a reasonable cost
 - (5) ☐ creates an awareness and contacts with business/industry
 - (6) ☐ provides a practical classroom at low cost to the district
 - (7) ☐ student has opportunity to earn money
 - (8) ☐ encourages some students to stay in school
 - (9) ☐ provides work experience
 - (10) ☐ Other _____

11. What unique activities are you currently using within your work experience programs?

(1) _____
 (2) _____
 (3) _____
 (4) _____

12. Is one person given overall responsibility for your work experience programs?

(1) _____ Yes
 (2) _____ No

13. Are certain people responsible for different components of your work experience programs?

(1) _____ Yes
 (2) _____ No

14. Who coordinates your work experience programs? Please give TITLE/POSITION of that person.

(1) High school level _____

(2) Middle school level _____

(3) Elementary level _____

15. When do you operate your supervised work experience programs? (Check one)

(1) _____ school year/during school hours
 (2) _____ school year/after school hours
 (3) _____ summer only
 (4) _____ year round
 (5) _____ don't have a program

16. What is the maximum amount of credit earned toward graduation for work experience?

(1) _____ none
 (2) _____ .5 credit
 (3) _____ one credit
 (4) _____ two credits
 (5) _____ three credits
 (6) _____ more than three credits

17. How many hours of work experience are needed per awarded credit?

(1) _____ 150 hours or under
 (2) _____ 151 hours - 200 hours
 (3) _____ 201 hours and over

18. Do you utilize Carl Perkins monies for your supervised work experience programs?

(1) _____ Yes
 (2) _____ No

19. What other kinds of funding sources are used? (Check all that apply)

(1) _____ JTPA 8% funds
 (2) _____ JTPA grants from PICs
 (3) _____ district tax funds
 (4) _____ business/industry sources
 (5) _____ private sources/foundations
 (6) _____ CESAs
 (7) _____ Community Based Organizations
 (8) _____ VTAEs
 (9) _____ Special Education
 (10) _____ Other _____

20. What is the average number of hours per week that a student participates in a work experience program? (Check one)

(1) _____ 1-5 hours
 (2) _____ 6-10 hours
 (3) _____ 11-15 hours
 (4) _____ 16-20 hours
 (5) _____ 21 hours or more

21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (Check one)

(1) _____ none
 (2) _____ 1-14 minutes
 (3) _____ 15-29 minutes
 (4) _____ 30-59 minutes
 (5) _____ 1-2 hours
 (6) _____ 3 or more hours

22. Do you have a training agreement for each student participating in work experience programs?

(1) _____ Yes
 (2) _____ No (Skip next question)

23. Who is included in the signing of the training agreements? (Check all that apply)

(1) _____ student
 (2) _____ teacher
 (3) _____ parent (a legal guardian)
 (4) _____ employer
 (5) _____ school district
 (6) _____ Other _____

24. Do you develop individual training plans for all students participating in work experience programs?

(1) _____ Yes
 (2) _____ No

25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?

- (1) ☐ Yes
(2) ☐ No
(3) ☐ Don't know

26. Are safety instructions provided in the classroom for the student prior to work experience?

- (1) ☐ Yes
(2) ☐ No

27. Are safety instructions provided on-the-job to the student during work experience?

- (1) ☐ Yes
(2) ☐ No

28. Do you have a district policy for students leaving school for work experience?

- (1) ☐ Yes
(2) ☐ No

29. What types of records are kept for students in work experience programs? (Check all that apply)

- (1) ☐ number of hours per week
(2) ☐ name/address/phone of company and student, also student's supervisor's name and phone
(3) ☐ monthly, weekly reports from student
(4) ☐ evaluations of student by immediate supervisor on the job
(5) ☐ final report by student
(6) ☐ grade given by instructor/mentor
(7) ☐ number of credits per semester
(8) ☐ evaluation by student of work experience
(9) ☐ number of on-site visits by instructor or mentor per semester
(10) ☐ Other _____

30. Are you aware of any regulations or laws that hinder your work experience programs?

- (1) ☐ Yes, which ones?

- (2) ☐ No

31. Name _____
School Name _____
City _____

Please list ways that work experience programs could be improved.

Additional Comments:

PLEASE ENCLOSE A COPY OF YOUR TRAINING AGREEMENT, TRAINING PLAN AND DISTRICT POLICY STATEMENT WITH THIS SURVEY.

THANK YOU for completing this survey. Please return in enclosed prepaid envelope by January 9, 1989 to:
Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715/232-3196)

BUSINESS SURVEY

Please respond to these statements as they relate to your businesses participation with local school districts.

Business Name _____ Title of person completing survey _____	
1. Number of people you employ full-time: (Check one) (1) _____ 1-19 people (3) _____ 100-499 (2) _____ 20-99 people (4) _____ 500 + 2. What are the opportunities for students who have completed a school-supervised work experience program to be employed in your business? (1) _____ Excellent (2) _____ Good (3) _____ Minimal	3. Type of Business (Check one) (1) _____ Agriculture, Mining, Construction (2) _____ Broadcasting, Advertising (3) _____ Education (4) _____ Finance, Insurance, Banking (5) _____ Health, Medical Services (6) _____ Hotel, Restaurant (7) _____ Manufacturing (8) _____ Retail, Wholesale (9) _____ Transportation, Utilities (10) _____ Other (specify) _____

INVOLVEMENT: K-12 WORK EXPERIENCE

- | | |
|--|--|
| <p>4. What basic work skills do you desire in beginning employees?</p> <p>(1) _____
 (2) _____
 (3) _____
 (4) _____</p> <p>5. Does your business support school-supervised work experience programs?</p> <p>(1) _____ Yes
 (2) _____ No</p> <p>6. What have been some positive outcomes or benefits from participating in a school-supervised work experience program with local schools? (Check all that apply)</p> <p>(1) _____ Provides community recognition
 (2) _____ Validates our training methods
 (3) _____ Provides application of basic work skills
 (4) _____ Helps meet our personnel and production needs
 (5) _____ Helps schools stay current with business
 (6) _____ Helps build enthusiasm of students
 (7) _____ Builds positive work attitudes
 (8) _____ Other _____</p> <p>7. What problems/concerns have you had when dealing with an educational work experience program? (Check all that apply)</p> <p>(1) _____ Lack of student interest
 (2) _____ Students have too high expectations for the job
 (3) _____ Wage and hour regulations that affect students
 (4) _____ Lack of school district interest
 (5) _____ Transportation to work site
 (6) _____ Paperwork required
 (7) _____ Supervision required
 (8) _____ Insurance and liability issues
 (9) _____ Lack of business skills
 (10) _____ Other _____</p> | <p>8. What attitudes should students learn in a school-supervised work experience program?</p> <p>(1) _____
 (2) _____
 (3) _____</p> <p>9. Do you think this type of program should continue?</p> <p>(1) _____ Yes
 (2) _____ No, why _____</p> <p>10. Will you participate in this program next year?</p> <p>(1) _____ Yes
 (2) _____ No, why _____</p> <p>11. What types of support do you provide to your local school district? (Check all that apply)</p> <p>(1) _____ Classroom presentations in schools
 (2) _____ Access to modern equipment
 (3) _____ Work experiences for students
 (4) _____ Facilities for instruction
 (5) _____ Grants or gifts of money
 (6) _____ Supplies and materials
 (7) _____ Advisory committee members
 (8) _____ Visits to our business
 (9) _____ Updated training to school staff
 (10) _____ Other _____</p> <p>12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program? (Check all that apply)</p> <p>(1) _____ More recognition for community service
 (2) _____ Tax incentives
 (3) _____ Input into classroom curriculum
 (4) _____ Wage subsidy for students we employ as part of the program.
 (5) _____ Other _____</p> |
|--|--|

Please circle either a 3, 2, or 1 for each statement

CVTAE/DPI 7318.A2

	Yes	Unsure	No
13. Does your business have an arrangement with a school district to offer opportunities for students to attain basic work skills on-the-job?.....	3	2	1

If you have answered NO, STOP right here! If you have answered YES, complete remaining questions.

14. Do the students you employ have the competencies needed to perform the job assigned them?	3	2	1
15. Do students learn appropriate attitudes concerning the employee/employer relationship in school?.....	3	2	1
16. Does the quality/quantity of work accomplished by the student benefit your business?.....	3	2	1
17. Does the quality/quantity of work accomplished by the student benefit the student?.....	3	2	1
18. Would you consider hiring the student(s) full-time?.....	3	2	1
19. Does your company help in preparing a training plan for each student you have in a school-supervised work experience?.....	3	2	1
20. Does your company sign a training agreement for each student you have in a school-supervised work experience program?	3	2	1
21. Does the school coordinator clearly explain the school-supervised work experience objectives?.	3	2	1
22. Does the school coordinator monitor the agreement and keep you adequately informed?.....	3	2	1
23. Does the school coordinator respond promptly to your questions and/or problems?.....	3	2	1
24. Was the school coordinator's monitoring adequate?.....	3	2	1
25. Was safety instruction provided in the classroom <u>prior</u> to the work experience with you?.....	3	2	1
26. Do you provide safety instruction <u>during</u> the student's work experience?.....	3	2	1
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program?	3	2	1
Which ones?_			
28. In reviewing your insurance policy coverage, are students covered while on-the-job?.....	3	2	1
If yes, to what extent?			
29. Are any regulations/laws hindering you from providing work experience for students?.....	3	2	1
If yes, which ones?			

30. How many students are involved in a school-supervised work experience program with your business this year?

- (1)___1 student
 (2)___2-4 students
 (3)___5 or more students

Please list ways that school-supervised work experiences can be improved. Thank you for your participation!!

Please return completed survey in enclosed prepaid envelope by May 12, 1989 to: Kathleen Hirsch, Work Experience Handbook Project, UW-Stout, 218 Applied Arts, Menomonie, WI 54751 (715) 232-3196

Appendix D

Data Results

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LVEC Questionnaire	
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LVEC QUESTIONNAIRE

Table 7312.A

Item Statement	N=182	Total N	%
1. Check the K-12 student population that fits your district:			
Omit		1	1
(1) Small size district (999 and under)		75	41
(2) Medium size district (1,000 - 2,999)		67	37
(3) Large size district (3,000 and over)		39	21
2. Which of the following best describes the area served by your school district?			
Omit		1	1
(1) rural (farms and towns under 4,000)		94	52
(2) small city (4,000-15,000)		41	23
(3) metropolitan (over 15,000)		39	21
(4) other		7	4
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit		1	1
(1) Minimal		103	57
(2) Good		53	29
(3) Excellent		25	14
4. Do your school district policies support school supervised work experience programs?			
Omit		3	2
(1) Yes		160	88
(2) No		19	10
5. Has the Education for Employment standard changed your work experience programs?			
Omit		6	3
(1) Yes		45	25
(2) No		131	72
6. What types of school supervised work experience activities do you have? (check all that apply)			
Omit		4	2
(1) Field trips		165	91
(2) Career exploration		145	80
(3) Job shadowing		90	49
(4) Simulation		106	58
(5) On-the-job training		105	58
(6) Co-op		108	59
(7) Work experience		117	64
(8) Self-employment		27	15
(9) Work study		61	34

Item Statement	Total	
	N	%
7. At what grade levels do work experience activities take place? (check all that apply)		
Omit.....	6	3
(1) K-6.....	52	29
(2) 7-9.....	86	47
(3) 10-12.....	175	96
8. What problems/concerns have you had with work experience programs in your school district? (check all that apply)		
Omit.....	19	10
(1) lack of business support.....	29	16
(2) lack of coordination time.....	93	51
(3) lack of qualified support staff.....	34	19
(4) limited district support.....	32	18
(5) lack of student interest.....	19	10
(6) transportation to and from work site.....	99	54
(7) the paper work required.....	51	28
(8) child care for in-school students' children.....	9	5
(9) insurance and liability issues.....	82	45
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (check all that apply)		
Omit.....	33	18
(1) limited number of business employers.....	96	53
(2) lack of parental support.....	5	3
(3) low pay for the student/no pay.....	45	25
(4) work sites have too high expectations for the students.....	29	16
(5) insurance and liability issues.....	74	41
(6) wage and hour regulations.....	40	22
(7) inadequate safety program.....	13	7
(8) inadequate work site supervision.....	52	29
(9) other.....	14	8
10. What have been some positive outcomes or benefits from your work experience programs? (check all that apply)		
Omit.....	15	8
(1) builds positive work attitudes.....	161	88
(2) provides for application of basic skills.....	143	79
(3) builds parent interest/support.....	117	64
(4) provides access to modern equipment and technology at a reasonable cost.....	95	52
(5) creates an awareness and contacts with business/industry.....	151	83
(6) provides a practical classroom at low cost to the district.....	95	52
(7) student has opportunity to earn money.....	131	72
(8) encourages some students to stay in school.....	144	79
(9) provides work experience.....	146	80
11. What unique activities are you currently using within your work experience programs? (Open ended statement)		
Omit.....	104	57
(1).....	28	15
(2).....	27	15
(3).....	15	9
(4).....	8	5

Item Statement	Total	
	N	%
12. Is one person given overall responsibility for your work experience programs?		
Omit.....	7	4
(1) Yes	72	40
(2) No	103	57
13. Are certain people responsible for different components of your work experience programs?		
Omit.....	10	5
(1) Yes	134	74
(2) No	38	21
14. Who coordinates your work experience programs?		
(Title/Position) Omit.....	18	10
(1) High school level	163	90
(2) Middle school level.....	58	32
(3) Elementary level	51	28
15. When do you operate your supervised work experience programs?		
(check one) Omit.....	7	4
(1) school year/during school hours.....	113	62
(2) school year/after school hours	54	30
(3) summer only	10	5
(4) year round.....	48	26
(5) don't have program.....	8	4
16. What is the maximum amount of credit earned toward graduation for work experience?		
Omit.....	13	7
(1) none	21	12
(2) .5 credit	10	5
(3) one credit	60	33
(4) two credits.....	48	26
(5) three credits.....	15	8
(6) more than three credits	15	8
17. How many hours of work experience are needed per awarded credit?		
Omit.....	37	20
(1) 150 hours or under	36	20
(2) 151 hours - 200 hours	63	35
(3) 201 hours and over.....	46	25
18. Do you utilize Carl Perkins monies for your supervised work experience programs?		
Omit.....	7	4
(1) Yes	102	56
(2) No	73	40

Item Statement	N	Total %
19. What other kinds of funding sources are used? (check all that apply)		
Omit.....	17	9
(1) JTPA 8% funds.....	67	37
(2) JTPA grants from PICs.....	83	46
(3) district tax funds	121	66
(4) business/industry sources	32	18
(5) private sources/foundations	5	3
(6) CESAs	16	9
(7) Community Based Organizations.....	7	4
(8) VTAEs	7	4
(9) Special Education.....	64	35
20. What is the average number of hours per week that a student participates in a work experience program? (check one) Omit.....	14	7
(1) 1-5 hours	39	21
(2) 6-10 hours.....	38	21
(3) 11-15 hours	63	34
(4) 16-20 hours	30	16
(5) 21 hours or more	3	2
21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (check one) Omit.....	19	10
(1) none	19	9
(2) 1-14 minutes	77	42
(3) 15-29 minutes.....	37	20
(4) 30-59 minutes.....	16	9
(5) 1-2 hours	9	5
(6) 3 or more hours.....	7	4
22. Do you have a training agreement for each student participating in work experience programs? Omit.....	12	7
(1) Yes	147	81
(2) No.....	23	13
23. Who is included in the signing of the training agreements? (check all that apply) Omit.....	34	19
(1) student	144	79
(2) teacher.....	131	72
(3) parent (a legal guardian)	138	76
(4) employer.....	140	77
(5) school district	78	43
(6) other.....	12	7
24. Do you develop individual training plans for <u>all</u> students participating in work experience programs? Omit.....	13	7
(1) Yes	94	52
(2) No.....	75	41

Item Statement	Total	
	N	%
25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	15	5
(1) Yes	106	58
(2) No	15	8
(3) Don't know.....	51	28
26. Are safety instructions provided in the classroom for the student <u>prior</u> to work experience? Omit.....	14	8
(1) Yes	139	76
(2) No	29	16
27. Are safety instructions provided on-the-job to the student <u>during</u> work experience? Omit.....	19	10
(1) Yes	155	85
(2) No	8	4
28. Do you have a district policy for students leaving school for work experience? Omit.....	11	6
(1) Yes	135	74
(2) No	36	20
29. What types of records are kept for students in work experience programs? (check all that apply) Omit.....	15	8
(1) number of hours per week.....	147	81
(2) name/address/phone of company and student, also student's supervisor's name and phone.	157	86
(3) monthly, weekly reports from student	118	65
(4) evaluations of student by immediate supervisor on the job.....	146	80
(5) final report by student.....	85	47
(6) grade given by instructor/mentor	137	75
(7) number of credits per semester.....	126	69
(8) evaluation by student of work experience	95	52
(9) number of on-site visits by instructor/mentor per semester.....	100	55
30. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	17	9
(1) Yes, which ones?.....	62	34
(2) No	103	57

LVEC QUESTIONNAIRE

7312.A

Item Statement	Small N=75		Medium N=67		Large N=39	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district: Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	75	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	67	100	0	0
(3) Large size district (3,000 and over).....	0	0	0	0	39	100
2. Which of the following best describes the area served by your school district? Omit.....	0	0	1	1	0	0
(1) rural (farms and towns under 4,000)	62	83	29	43	2	5
(2) small city (4,000-15,000)	8	11	28	42	5	13
(3) metropolitan (over 15,000).....	3	4	7	10	29	74
(4) other.....	2	3	2	3	3	8
3. What are the opportunities for your students to be employed in your community after graduation? Omit.....	0	0	1	1	0	0
(1) Minimal.....	65	87	32	48	5	13
(2) Good.....	6	8	25	37	22	56
(3) Excellent	4	5	9	13	12	31
4. Do your school district policies support school supervised work experience programs? Omit.....	2	3	1	1	0	0
(1) Yes.....	64	85	58	87	37	95
(2) No.....	9	12	8	12	2	5
5. Has the Education for Employment standard changed your work experience programs? Omit.....	0	0	5	7	1	3
(1) Yes.....	19	25	19	28	6	15
(2) No.....	56	75	43	64	32	82
6. What types of school supervised work experience activities do you have? (Check all that apply) Omit.....	1	1	3	4	0	0
(1) Field trips.....	68	91	59	88	37	95
(2) Career exploration	61	81	51	76	33	85
(3) Job shadowing	27	36	33	49	29	74
(4) Simulation.....	35	47	38	57	32	82
(5) On-the-job training.....	40	53	38	57	27	69
(6) Co-op.....	28	37	44	66	36	92
(7) Work experience.....	46	61	42	63	28	72
(8) Self-employment.....	14	19	7	10	6	15
(9) Work study	30	40	20	30	11	28
7. At what grade levels do work experience activities take place? Omit.....	1	1	4	6	1	3
(1) K-6.....	11	15	26	39	15	38
(2) 7-9	25	33	38	57	23	59
(3) 10-12.....	73	97	63	94	38	97

7312.A

Item Statement	Small N=75		Medium N=67		Large N=39	
	N	%	N	%	N	%
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply) Omit.....	6	8	8	12	5	13
(1) lack of business support	16	21	8	12	5	13
(2) lack of coordination time	41	55	33	49	18	46
(3) lack of qualified support staff.....	12	16	15	22	7	18
(4) limited district support	18	24	8	12	6	15
(5) lack of student interest.....	6	8	7	10	6	15
(6) transportation to and from work site.....	51	68	29	43	18	46
(7) extra paper work involved	21	28	17	25	13	33
(8) child care for in-school students' children.....	3	4	2	3	3	8
(9) insurance and liability issues	36	48	26	39	19	49
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply) Omit.....	9	12	17	25	7	18
(1) limited number of business employers.....	55	73	31	46	9	23
(2) lack of parental support	1	1	1	1	3	8
(3) low pay for the student/no pay.....	21	28	16	24	8	21
(4) work sites have too high expectations for the student(s).....	9	12	8	12	12	31
(5) insurance and liability issues	32	43	24	36	17	44
(6) wage and hour regulations.....	22	29	11	16	7	18
(7) inadequate safety program.....	3	4	3	4	6	15
(8) inadequate work site supervision.....	26	35	16	24	9	23
(9) Other	4	5	5	7	5	13
10. What have been some positive outcomes or benefits from your work experience programs? (Check all that apply) Omit.....	9	12	5	7	1	3
(1) builds positive work attitudes	62	83	61	91	37	95
(2) provides for application of basic skills.....	48	64	58	87	37	95
(3) builds parent interest/support.....	34	45	46	69	36	92
(4) provides access to modern equipment and technology at a reasonable cost	20	27	45	67	29	74
(5) creates an awareness and contacts with business/industry.....	56	75	58	87	36	92
(6) provides a practical classroom at low cost to the district.....	24	32	39	58	31	79
(7) student has opportunity to earn money	47	63	50	75	34	87
(8) encourages some students to stay in school ..	52	69	54	81	37	95
(9) provides work experience	54	72	56	84	35	90
11. What unique activities are you currently using within your work experience programs? (Open ended statement) Omit.....	45	60	36	54	22	56
(1).....	10	13	11	16	7	18
(2).....	15	20	7	10	5	13
(3).....	3	4	11	16	1	3
(4).....	2	3	2	3	4	10

7312.A

Item Statement	Small N=75		Medium N=67		Large N=39	
	N	%	N	%	N	%
12. Is one person given overall responsibility for your work experience programs? Omit.....	4	5	2	3	1	3
(1) Yes.....	33	44	25	37	14	36
(2) No.....	38	51	40	60	24	62
13. Are certain people responsible for different components of your work experience programs? Omit.....	7	9	3	4	0	0
(1) Yes.....	43	57	54	81	36	92
(2) No.....	25	33	10	15	3	8
14. Who coordinates your work experience programs? (Check all that apply) Omit.....	6	5	7	10	5	13
(1) High School Level	69	92	59	88	34	87
(2) Middle School Level.....	21	28	24	36	13	33
(3) Elementary Level	17	23	24	36	10	26
15. When do you operate your supervised work experience programs? (Check one) Omit.....	5	7	2	3	0	0
(1) school year/during school hours	43	57	40	60	29	74
(2) school year/after school hours.....	16	21	23	34	14	36
(3) summer only	6	8	4	6	0	0
(4) year round	20	27	17	25	11	28
(5) don't have a program	3	4	5	7	0	0
16. What is the maximum amount of credit earned toward graduation for work experience? Omit.....	9	12	3	4	1	3
(1) none	13	17	7	10	1	3
(2) .5 credit.....	6	8	4	6	0	0
(3) one credit.....	23	31	21	31	16	41
(4) two credits	18	24	18	27	12	31
(5) three credits.....	3	4	7	10	4	10
(6) more than three credits.....	3	4	7	10	5	13
17. How many hours of work experience are needed per awarded credit? Omit.....	21	28	10	15	6	15
(1) 150 hours or under.....	24	32	9	13	3	8
(2) 151 hours - 200 hours.....	21	28	29	43	12	31
(3) 201 hours and over	9	12	19	28	18	46
18. Do you utilize Carl Perkins monies for your supervised work experience programs? Omit.....	4	5	2	3	1	3
(1) Yes.....	41	55	34	51	26	67
(2) No.....	30	40	31	46	12	31

Item Statement	Small N=75		Medium N=67		Large N=39	
	N	%	N	%	N	%
19. What other kinds of funding sources are used? (check all that apply) Omit.....	8	11	7	10	2	5
(1) JTPA 8% funds.....	33	44	21	31	13	33
(2) JTPA grants from PICs.....	37	49	30	45	16	41
(3) district tax funds.....	40	53	47	70	34	87
(4) business/industry sources.....	8	11	16	24	8	21
(5) private sources/foundations.....	1	1	2	3	1	3
(6) CESAs.....	6	8	5	7	5	13
(7) Community Based Organizations.....	2	3	2	3	2	5
(8) VTAEs.....	3	4	1	1	3	8
(9) Special Education.....	19	25	27	40	18	46
.....						
20. What is the average number of hours per week that a student participates in a work experience program? (check one) Omit.....	7	9	5	7	2	5
(1) 1-5 hours.....	30	39	8	11	1	3
(2) 6-10 hours.....	13	17	19	27	5	13
(3) 11-15 hours.....	20	26	27	38	16	41
(4) 16-20 hours.....	5	7	11	15	14	36
(5) 21 hours or more.....	1	1	1	1	1	3
21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (check one) Omit.....	10	13	5	7	4	10
(1) none.....	9	12	8	12	0	0
(2) 1-14 minutes.....	39	52	26	39	12	31
(3) 15-29 minutes.....	9	12	16	24	11	28
(4) 30-59 minutes.....	2	3	6	9	8	21
(5) 1-2 hours.....	1	1	5	7	3	8
(6) 3 or more hours.....	5	7	1	1	1	3
22. Do you have a training agreement for each student participating in work experience programs? Omit.....	6	8	5	7	1	3
(1) Yes.....	57	76	51	76	38	97
(2) No.....	12	16	11	16	0	0
23. Who is included in the signing of the training agreements? (check all that apply) Omit.....	19	25	14	21	1	3
(1) student.....	54	72	52	78	37	95
(2) teacher.....	46	61	48	72	36	92
(3) parent (a legal guardian).....	50	67	51	76	36	92
(4) employer.....	50	67	52	78	37	95
(5) school district.....	31	41	27	40	20	51
(6) other.....	4	5	4	6	3	8
24. Do you develop individual training plans for all students participating in work experience programs? Omit.....	8	11	4	6	1	3
(1) Yes.....	33	44	34	51	26	67
(2) No.....	34	45	29	43	12	31

7312.A

Item Statement	N=75		N=67		N=39	
	N	%	N	%	N	%
25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	6	8	2	3	2	5
(1) Yes.....	39	52	37	55	30	77
(2) No.....	3	4	6	9	5	13
(3) Don't know.....	27	36	22	33	2	5
26. Are safety instructions provided in the classroom for the student prior to work experience? Omit....	9	12	4	6	1	3
(1) Yes.....	54	72	49	73	35	90
(2) No.....	12	16	14	21	3	8
27. Are safety instructions provided on-the-job to the student during work experience? Omit.....	11	15	5	7	3	8
(1) Yes.....	60	80	58	87	36	92
(2) No.....	4	5	4	6	0	0
28. Do you have a district policy for students leaving school for work experience? Omit.....	8	11	3	4	0	0
(1) Yes.....	52	69	49	73	33	85
(2) No.....	15	20	15	22	6	15
29. What types of records are kept for students in work experience programs? (check all that apply) Omit.....	8	11	5	7	1	3
(1) number of hours per week.....	55	73	54	81	38	97
(2) name/address/phone of company and student, also student's supervisor's name and phone.	58	77	61	91	38	97
(3) monthly, weekly reports from student.....	47	63	40	60	31	79
(4) evaluations of student by immediate supervisor on the job.....	50	67	58	87	38	97
(5) final report by student.....	34	45	29	43	22	56
(6) grade given by instructor/mentor.....	47	63	54	81	36	92
(7) number of credits per semester.....	43	57	49	73	34	87
(8) evaluation by student of work experience.....	41	55	29	43	25	64
(9) number of on-site visits by instructor/mentor per semester.....	33	44	35	52	32	82
30. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	10	13	5	7	1	3
(1) Yes, which ones?.....	21	28	21	31	20	51
(2) No.....	44	59	41	61	18	46

DISTRICT ADMINISTRATOR QUESTIONNAIRE

7313.A

Item Statement	N=331	Total N	%
1. Check the K-12 student population that fits your district:			
Omit.....		0	0
(1) Small size district (999 and under).....		177	53
(2) Medium size district (1,000 - 2,999).....		120	36
(3) Large size district (3,000 and over).....		34	10
2. Which of the following best describes the area served by your school district?			
Omit.....		2	1
(1) rural (farms and towns under 4,000).....		223	67
(2) small city (4,000-15,000).....		61	18
(3) metropolitan (over 15,000).....		36	11
(4) other.....		9	3
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit.....		6	2
(1) Minimal.....		215	65
(2) Good.....		82	25
(3) Excellent.....		28	8
4. Do your school district policies support school supervised work experience programs?			
Omit.....		12	4
(1) Yes.....		242	73
(2) No.....		77	23
5. Has the Education for Employment standard changed your work experience programs?			
Omit.....		13	4
(1) Yes.....		72	22
(2) No.....		246	74
6. Do you have a district policy for students leaving school for work experience?			
Omit.....		15	5
(1) Yes.....		107	32
(2) No.....		209	63
7. What is the maximum amount of credit earned toward graduation for work experience?			
Omit.....		37	11
(1) none.....		127	38
(2) .5 credit.....		17	5
(3) one credit.....		72	22
(4) two credits.....		50	15
(5) three credits.....		11	3
(6) more than three credits.....		17	5

Item Statement	N=331	Total	
		N	%
8. How many hours of work experience are needed per awarded credit?	Omit.....	157	47
(1) 150 hours or under.....		52	16
(2) 151 hours - 200 hours.....		81	24
(3) 201 hours and over		41	12
9. In reveiwing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?	Omit.....	28	8
(1) Yes.....		169	51
(2) No.....		25	8
(3) Don't know		109	33
10. Are you aware of any regulations or laws that hinder your work experience programs?	Omit.....	35	11
(1) Yes, which one?.....		40	12
(2) No.....		256	77

DISTRICT ADMINISTRATOR QUESTIONNAIRE

7313.A

Item Statement	Small N=177		Medium N=120		Large N=34	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district: Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	177	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	120	100	0	0
(3) Large size district (3,000 and over).....	0	0	0	0	34	100
2. Which of the following best describes the area served by your school district? Omit.....	2	1	0	0	0	0
(1) rural (farms and towns under 4,000)	163	92	60	50	0	0
(2) small city (4,000-15,000)	6	3	49	41	6	18
(3) metropolitan (over 15,000).....	1	1	9	8	26	76
(4) other	5	3	2	2	2	6
3. What are the opportunities for your students to be employed in your community after graduation? Omit.....	5	3	1	1	0	0
(1) Minimal	147	83	63	53	5	15
(2) Good	18	10	47	39	17	50
(3) Excellent	7	4	9	8	12	35
4. Do your school district policies support school supervised work experience programs? Omit.....	11	6	1	1	0	0
(1) Yes	107	60	102	85	33	97
(2) No	59	33	17	14	1	3
5. Has the Education for Employment standard changed your work experience programs? Omit.....	9	5	3	3	1	3
(1) Yes	35	20	28	23	9	26
(2) No	133	75	89	74	24	71
6. Do you have a district policy for students leaving school for work experience? Omit.....	10	6	5	4	0	0
(1) Yes	47	27	39	33	21	61
(2) No	120	68	76	63	13	38
7. What is the maximum amount of credit earned toward graduation for work experience? Omit.....	28	16	9	8	0	0
(1) none	86	49	38	32	3	9
(2) .5 credit	13	7	4	3	0	0
(3) one credit	25	14	35	29	12	35
(4) two credits	16	9	23	19	11	32
(5) three credits	3	2	4	3	4	12
(6) more than three credits	6	3	7	6	4	12

7313.A

Item Statement	Small N=177		Medium N=120		Large N=34	
	N	%	N	%	N	%
8. How many hours of work experience are needed per awarded credit? Omit.....	107	60	46	38	4	12
(1) 150 hours or under.....	29	16	21	18	2	6
(2) 151 hours - 200 hours.....	35	20	34	28	12	35
(3) 201 hours and over	6	3	19	16	16	47
9. In reveiwng your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	23	13	5	4	0	0
(1) Yes.....	70	40	72	60	27	79
(2) No.....	18	10	6	5	1	3
(3) Don't know	66	37	37	31	6	18
10. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	27	15	7	6	1	3
(1) Yes, which one?.....	14	8	19	16	7	21
(2) No.....	136	77	94	78	26	76

HIGH SCHOOL PRINCIPAL QUESTIONNAIRE

7314.A

Item Statement	N= 369	N	Total %
1. Check the K-12 student population that fits your district:			
Omit.....		0	0
(1) Small size district (999 and under).....		186	50
(2) Medium size district (1,000 - 2,999)		116	31
(3) Large size district (3,000 and over).....		67	18
2. Which of the following best describes the area served by your school district?			
Omit.....		0	0
(1) rural (farms and towns under 4,000)		225	61
(2) small city (4,000-15,000).....		54	15
(3) metropolitan (over 15,000)		84	23
(4) other		6	2
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit.....		4	1
(1) Minimal.....		218	59
(2) Good.....		105	28
(3) Excellent.....		42	11
4. Do your school district policies support school supervised work experience programs?			
Omit.....		5	1
(1) Yes.....		306	83
(2) No.....		58	16
5. Has the Education for Employment standard changed your work experience programs?			
Omit.....		17	5
(1) Yes.....		85	23
(2) No.....		267	72
6. What types of school supervised work experience activities do you have? (Check all that apply)			
Omit.....		12	3
(1) Field trips		290	79
(2) Career exploration.....		286	78
(3) Job shadowing		145	39
(4) Simulation.....		109	30
(5) On-the-job training.....		158	43
(6) Co-op.....		169	46
(7) Work experience		231	63
(8) Self-employment		40	11
(9) Work study		120	33

7314.A

Item Statement	N= 369	Total N	%
7. At what grade levels do work experience activities take place? (Check all that apply)	Omit.....	22	6
(1) 9th.....		128	35
(2) 10th.....		174	47
(3) 11th.....		271	73
(4) 12th.....		343	93
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply)	Omit.....	54	15
(1) lack of business support.....		82	22
(2) lack of coordination time.....		178	48
(3) lack of qualified support staff.....		95	26
(4) limited district support.....		55	15
(5) lack of student interest.....		62	17
(6) transportation to and from work site.....		162	44
(7) extra paper work involved.....		92	25
(8) child care for in-school students' children.....		16	4
(9) insurance and liability issues.....		124	34
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply)	Omit.....	68	18
(1) limited number of business employers.....		219	59
(2) lack of parental support.....		10	3
(3) low pay for the student/no pay.....		68	18
(4) work sites have too high expectations for the student(s).....		52	14
(5) insurance and liability issues.....		113	31
(6) wage and hour regulations.....		52	14
(7) inadequate safety program.....		8	2
(8) inadequate work site supervision.....		108	29
(9) Other.....		16	4
10. What have been some positive outcomes or benefits from your work experience programs? (check all that apply)	Omit.....	48	13
(1) builds positive work attitudes.....		268	73
(2) provides for application of basic skills.....		225	61
(3) builds parent interest/support.....		134	36
(4) provides access to modern equipment and technology at a reasonable cost.....		141	38
(5) creates an awareness and contacts with business/industry.....		252	68
(6) provides a practical classroom at low cost to the district.....		145	39
(7) student has opportunity to earn money.....		203	55
(8) encourages some students to stay in school.....		237	64
(9) provides work experience.....		270	73

7314.A

Item Statement	N= 369	Total N	%
11. Is one person given overall responsibility for your work experience programs?			
Omit.....		21	6
(1) Yes.....		150	41
(2) No.....		198	54
12. Are certain people responsible for different components of your work experience programs?			
Omit.....		26	7
(1) Yes.....		245	66
(2) No.....		98	27
13. Who coordinates your work experience programs? (Check all that apply)	Omit.....	62	17
(1) District Administrator.....		21	6
(2) LVEC.....		123	33
(3) Curriculum Coordinator.....		18	5
(4) School Counselor.....		118	32
(5) High School Principal.....		112	30
(6) WECEP Coordinator.....		17	5
(7) At-Risk Coordinator.....		74	20
(8) Education for Employment Coordinator.....		54	15
(9) JTPA Coordinator.....		131	36
14. When do you operate your supervised work experience programs? (Check one)	Omit.....	23	6
(1) school year/during school hours.....		217	59
(2) school year/after school hours.....		96	26
(3) summer only.....		38	10
(4) year round.....		80	22
(5) don't have a program.....		28	8
15. What is the maximum amount of credit earned toward graduation for work experience?	Omit.....	31	8
(1) none.....		76	20
(2) .5 credit.....		42	11
(3) one credit.....		104	27
(4) two credits.....		90	24
(5) three credits.....		13	3
(6) more than three credits.....		24	6
16. How many hours of work experience are needed per awarded credit?	Omit.....	114	31
(1) 150 hours or under.....		74	20
(2) 151 hours - 200 hours.....		117	32
(3) 201 hours and over.....		64	17

7314.A

Item Statement	N= 369	Total N	%
17. Do you utilize Carl Perkins monies for your supervised work experience programs?			
Omit.....		35	9
(1) Yes.....		102	28
(2) No.....		232	63
18. What other kinds of funding sources are used? (check all that apply)			
Omit.....		75	20
(1) JTPA 8% funds		121	33
(2) JTPA grants from PICs		134	36
(3) district tax funds.....		198	54
(4) business/industry sources.....		49	13
(5) private sources/foundations.....		3	1
(6) CESAs.....		36	10
(7) Community Based Organizations		12	3
(8) VTAEs.....		4	1
(9) Special Education		106	29
19. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?			
Omit.....		29	8
(1) Yes.....		154	42
(2) No.....		34	9
(3) Don't know		152	41
20. Do you have a district policy for students leaving school for work experience?			
Omit.....		28	8
(1) Yes.....		243	66
(2) No.....		98	27
21. Are you aware of any regulations or laws that hinder your work experience programs?			
Omit.....		46	12
(1) Yes, which ones?		50	14
(2) No.....		273	74

HIGH SCHOOL PRINCIPAL QUESTIONNAIRE

7314.A

Item Statement	Small N=186		Medium N=116		Large N=100	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district:						
Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	186	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	116	100	0	0
(3) Large size district (3,000 and over).....	0	0	0	0	67	100
2. Which of the following best describes the area served by your school district?						
Omit.....	0	0	0	0	0	0
(1) rural (farms and towns under 4,000)	172	92	52	45	1	1
(2) small city (4,000-15,000)	9	5	40	34	5	7
(3) metropolitan (over 15,000).....	1	1	22	19	61	91
(4) other	4	2	2	2	0	0
3. What are the opportunities for your students to be employed in your community after graduation?						
Omit.....	1	1	1	1	2	3
(1) Minimal	166	89	47	41	5	7
(2) Good.....	15	8	54	47	36	54
(3) Excellent	4	2	14	12	24	36
4. Do your school district policies support school supervised work experience programs?						
Omit.....	5	3	0	0	0	0
(1) Yes.....	141	76	100	86	65	97
(2) No.....	40	22	16	14	2	3
5. Has the Education for Employment standard changed your work experience programs?						
Omit.....	11	6	1	1	5	7
(1) Yes.....	44	24	29	25	12	18
(2) No.....	131	70	86	74	50	75
6. What types of school supervised work experience activities do you have? (Check all that apply)						
Omit....	8	4	4	3	0	0
(1) Field trips.....	149	80	85	73	56	84
(2) Career exploration	145	78	89	77	52	78
(3) Job shadowing.....	56	30	48	41	41	61
(4) Simulation.....	52	28	36	31	21	31
(5) On-the-job training.....	68	37	48	41	42	63
(6) Co-op	47	25	67	58	55	82
(7) Work experience.....	97	52	78	67	56	84
(8) Self-employment.....	22	12	13	11	5	7
(9) Work study	50	27	39	34	31	46
7. At what grade levels do work experience activities take place? (Check all that apply)						
Omit.....	13	7	7	6	2	3
(1) 9th	82	44	29	25	17	25
(2) 10th.....	97	52	44	38	33	49
(3) 11th.....	142	76	81	70	48	72
(4) 12th.....	172	92	108	93	63	94

7314.A

Item Statement	Small N=186		Medium N=116		Large N=100	
	N	%	N	%	N	%
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply)						
Omit.....	26	15	16	14	10	15
(1) lack of business support	57	31	22	19	3	4
(2) lack of coordination time	87	47	63	54	28	42
(3) lack of qualified support staff.....	54	29	31	27	10	15
(4) limited district support	28	15	16	14	11	16
(5) lack of student interest.....	25	13	22	19	15	22
(6) transportation to and from work site.....	96	52	45	39	21	31
(7) extra paper work involved	52	28	26	22	14	21
(8) child care for in-school students' children.....	6	3	2	2	8	12
(9) insurance and liability issues	70	38	38	33	16	24
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply)						
Omit.....	29	16	18	16	21	31
(1) limited number of business employers.....	140	75	68	59	11	16
(2) lack of parental support	3	2	3	3	4	6
(3) low pay for the student/no pay.....	32	17	18	16	18	27
(4) work sites have too high expectations for the student(s)	19	10	18	16	15	22
(5) insurance and liability issues	56	30	42	36	15	22
(6) wage and hour regulations.....	23	12	14	12	15	22
(7) inadequate safety program.....	3	2	3	3	2	3
(8) inadequate work site supervision.....	59	32	36	31	13	19
(9) Other	8	4	6	5	2	3
10. What have been some positive outcomes or benefits from your work experience programs?						
Omit.....	34	18	11	9	3	4
(1) builds positive work attitudes	125	67	84	72	59	88
(2) provides for application of basic skills.....	92	49	75	65	58	87
(3) builds parent interest/support.....	46	25	50	43	38	57
(4) provides access to modern equipment and technology at a reasonable cost	45	24	54	47	42	63
(5) creates an awareness and contacts with business/industry.....	107	58	86	74	59	88
(6) provides a practical classroom at low cost to the district.....	57	31	54	47	34	51
(7) student has opportunity to earn money	87	47	72	62	44	66
(8) encourages some students to stay in school ..	103	55	76	66	58	87
(9) provides work experience	118	63	93	80	59	88
11. Is one person given overall responsibility for your work experience programs? Omit.....	14	8	5	4	2	3
(1) Yes.....	80	43	45	39	25	37
(2) No.....	92	49	66	57	40	60
12. Are certain people responsible for different components of your work experience programs? Omit.....	21	11	3	3	2	3
(1) Yes.....	111	60	77	66	57	85
(2) No.....	54	29	36	31	8	12

Item Statement	Small N = 186		Medium N = 116		Large N = 100	
	N	%	N	%	N	%
13. Who coordinates your work experience programs? (Check all that apply) Omit.....	30	16	23	20	9	13
(1) District Administrator	14	8	5	4	2	3
(2) LVEC.....	40	22	47	41	36	54
(3) Curriculum Coordinator.....	1	1	8	7	9	13
(4) School Counselor.....	71	38	27	23	20	30
(5) High School Principal.....	69	37	31	27	12	18
(6) WECEP Coordinator.....	1	1	5	4	11	16
(7) At-Risk Coordinator	40	22	22	19	12	18
(8) Education for Employment Coordinator.....	30	16	16	14	8	12
(9) JTPA Coordinator	82	44	37	32	12	18
14. When do you operate your supervised work experience programs? (Check one) Omit.....	17	9	3	3	3	4
(1) school year/during school hours	96	52	75	65	46	69
(2) school year/after school hours.....	39	21	33	28	24	36
(3) summer only.....	26	14	9	8	3	4
(4) year round.....	41	22	20	17	19	28
(5) don't have a program	19	10	8	7	1	1
15. What is the maximum amount of credit earned toward graduation for work experience? Omit.....	23	12	3	3	5	7
(1) none	57	28	21	18	3	4
(2) .5 credit.....	30	16	10	9	2	3
(3) one credit.....	45	24	40	34	19	28
(4) two credits	29	16	36	31	25	37
(5) three credits.....	4	2	4	3	5	7
(6) more than three credits.....	8	4	7	6	9	13
16. How many hours of work experience are needed per awarded credit? Omit.....	75	40	29	25	10	15
(1) 150 hours or under.....	46	25	22	19	6	9
(2) 151 hours - 200 hours.....	52	28	43	37	22	33
(3) 201 hours and over	13	7	22	19	29	43
17. Do you utilize Carl Perkins monies for your supervised work experience programs? Omit.....	25	13	5	4	5	7
(1) Yes.....	27	15	39	34	36	54
(2) No.....	134	72	72	62	26	39
18. What other kinds of funding sources are used? (check all that apply) Omit.....	45	24	15	13	15	22
(1) JTPA 8% funds.....	72	39	35	30	14	21
(2) JTPA grants from PICs.....	74	40	36	31	24	36
(3) district tax funds.....	73	39	77	66	48	72
(4) business/industry sources.....	26	14	19	16	4	6
(5) private sources/foundations.....	2	1	1	1	0	0
(6) CESAs.....	25	13	8	7	3	4
(7) Community Based Organizations.....	4	2	4	3	4	6
(8) VTAEs.....	0	0	4	3	0	0
(9) Special Education.....	39	21	42	36	25	37

7314.A

Item Statement	Small N = 186		Medium N = 116		Large N = 100	
	N	%	N	%	N	%
19. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	18	10	5	4	6	9
(1) Yes.....	64	34	56	48	34	51
(2) No.....	13	7	12	10	9	13
(3) Don't know.....	91	49	43	37	18	27
20. Do you have a district policy for students leaving school for work experience? Omit.....	18	10	5	4	5	7
(1) Yes.....	100	54	88	76	55	82
(2) No.....	68	37	23	20	7	10
21. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	29	16	9	8	8	12
(1) Yes, which ones?	19	10	18	16	13	19
(2) No.....	138	74	89	77	46	69

MIDDLE SCHOOL/JUNIOR HIGH PRINCIPAL QUESTIONNAIRE

7315.A

Item Statement	N=204	Total N	%
1. Check the K-12 student population that fits your district:			
Omit.....		0	0
(1) Small size district (999 and under).....		49	24
(2) Medium size district (1,000 - 2,999)		91	45
(3) Large size district (3,000 and over).....		64	31
2. Which of the following best describes the area served by your school district?			
Omit.....		0	0
(1) rural (farms and towns under 4,000)		82	40
(2) small city (4,000-15,000).....		54	26
(3) metropolitan (over 15,000)		59	29
(4) other		10	5
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit.....		3	1
(1) Minimal.....		99	49
(2) Good.....		91	45
(3) Excellent.....		12	6
4. Do your school district policies support school supervised work experience programs?			
Omit.....		7	3
(1) Yes.....		169	83
(2) No.....		28	14
5. Has the Education for Employment standard changed your work experience programs?			
Omit.....		39	19
(1) Yes.....		40	20
(2) No.....		125	61
6. What types of school supervised work experience activities do you have? (Check all that apply)			
Omit.....		23	11
(1) Field trips		144	71
(2) Career exploration.....		164	80
(3) Job shadowing		38	19
(4) Simulation.....		50	25
(5) On-the-job training.....		37	18
(6) Co-op.....		38	19
(7) Work experience		58	28
(8) Self-employment.....		6	3
(9) Work study		34	17

Item Statement	N=204	Total N	%
7. At what grade levels do work experience activities take place? (Check all that apply)	Omit.....	53	26
(1) 6th.....		47	23
(2) 7th.....		90	44
(3) 8th.....		110	54
(4) 9th.....		66	32
8. Is one person given overall responsibility for your work experience programs?	Omit.....	22	11
(1) Yes.....		66	32
(2) No.....		116	57
9. Are certain people responsible for different components of your work experience programs?	Omit.....	28	14
(1) Yes.....		119	58
(2) No.....		57	28
10. Who coordinates your work experience activities or programs? (Check all that apply)	Omit.....	45	22
(1) District Administrator.....		18	9
(2) LVEC.....		68	33
(3) Curriculum Coordinator.....		24	12
(4) School Counselor.....		79	39
(5) Middle School/Jr. High Principal.....		47	23
(6) WECEP Coordinator.....		16	8
(7) At-Risk coordinator.....		28	14
(8) Education for Employment Coordinator.....		21	10
(9) JTPA Coordinator.....		37	18
11. Do you utilize Carl Perkins monies for your supervised work experience programs?	Omit.....	27	13
(1) Yes.....		61	30
(2) No.....		116	57
12. What other kinds of funding sources are used? (check all that apply)	Omit.....	69	34
(1) JTPA 8% funds.....		32	16
(2) JTPA grants from PICs.....		32	16
(3) district tax funds.....		102	50
(4) business/industry sources.....		21	10
(5) private sources/foundations.....		6	3
(6) CESAs.....		16	8
(7) Community Based Organizations.....		11	5
(8) VTAEs.....		7	3
(9) Special Education.....		43	21

7315.A

Item Statement	N=204	Total	
		N	%
13. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?	Omit.....	34	17
(1) Yes.....		76	37
(2) No.....		9	4
(3) Don't know.....		85	42
14. Do you have a district policy for students leaving school for work experience?	Omit.....	45	22
(1) Yes.....		107	52
(2) No.....		52	25
15. Are you aware of any regulations or laws that hinder your work experience programs?	Omit.....	46	23
(1) Yes, which ones?		19	9
(2) No.....		139	68

MIDDLE SCHOOL/JUNIOR HIGH PRINCIPAL QUESTIONNAIRE

7315.A

Item Statement	Small N=49		Medium N=91		Large N=64	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district:						
Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	49	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	91	100	0	0
(3) Large size district (3,000 and over)	0	0	0	0	64	100
2. Which of the following best describes the area served by your school district?						
Omit.....	0	0	0	0	0	0
(1) rural (farms and towns under 4,000)	40	82	42	46	0	0
(2) small city (4,000-15,000)	5	10	39	43	10	16
(3) metropolitan (over 15,000)	1	2	7	8	51	80
(4) other	3	6	4	4	3	5
3. What are the opportunities for your students to be employed in your community after graduation?						
Omit.....	0	0	1	1	2	3
(1) Minimal	36	73	53	58	10	16
(2) Good	13	27	36	40	42	66
(3) Excellent	1	2	1	1	10	16
4. Do your school district policies support school supervised work experience programs?						
Omit.....	3	6	3	3	1	2
(1) Yes	31	63	77	85	61	95
(2) No	15	31	11	12	2	3
5. Has the Education for Employment standard changed your work experience programs?						
Omit.....	5	10	20	22	14	22
(1) Yes	9	18	18	20	13	20
(2) No	35	71	53	58	37	58
6. What types of school supervised work experience activities do you have? (Check all that apply)						
Omit.....	5	10	11	12	7	11
(1) Field trips	38	78	58	64	48	75
(2) Career exploration	40	82	72	79	52	81
(3) Job shadowing	9	18	16	18	13	20
(4) Simulation	14	29	23	25	13	20
(5) On-the-job training	13	27	12	13	12	19
(6) Co-op	5	10	13	14	20	31
(7) Work experience	14	29	23	25	21	33
(8) Self-employment	1	2	2	2	3	5
(9) Work study	8	16	12	13	14	22

7315.A

Item Statement	Small N=49		Medium N=91		Large N=64	
	N	%	N	%	N	%
7. At what grade levels do work experience activities take place? (Check all that apply) Omit.....	13	27	27	30	13	20
(1) 6th	12	24	22	24	13	20
(2) 7th	20	41	46	51	24	38
(3) 8th	27	55	52	57	31	48
(4) 9th	18	37	21	23	27	42
8. Is one person given overall responsibility for your work experience programs? Omit.....	6	12	7	8	9	14
(1) Yes.....	16	33	25	27	25	39
(2) No.....	27	55	59	65	30	47
9. Are certain people responsible for different components of your work experience programs? Omit....	8	16	12	13	8	13
(1) Yes.....	29	59	48	53	42	66
(2) No.....	12	24	31	34	14	22
10. Who coordinates your work experience activities or programs? (Check all that apply) Omit....	13	27	21	23	11	17
(1) District Administrator	8	16	5	5	5	8
(2) LVEC.....	10	20	28	31	30	47
(3) Curriculum Coordinator.....	5	10	9	10	10	16
(4) School Counselor.....	19	39	34	37	26	41
(5) Middle School/Jr. High Principal	12	24	22	24	13	20
(6) WECEP Coordinator.....	0	0	3	3	13	20
(7) At-Risk Coordinator	9	18	9	10	10	16
(8) Education for Employment Coordinator	10	20	7	8	4	6
(9) JTPA Coordinator	13	27	14	15	10	16
11. Do you utilize Carl Perkins monies for your supervised work experience programs? Omit....	8	16	9	10	10	16
(1) Yes.....	10	20	27	30	24	38
(2) No.....	31	63	55	60	30	47
12. What other kinds of funding sources are used? (check all that apply) Omit.....	15	31	29	32	25	39
(1) JTPA 8% funds.....	9	18	14	15	9	14
(2) JTPA grants from PICs.....	8	16	13	14	11	17
(3) district tax funds.....	30	61	45	49	27	42
(4) business/industry sources.....	1	2	8	9	12	19
(5) private sources/foundations.....	0	0	0	0	6	9
(6) CESAs.....	4	8	7	8	5	8
(7) Community Based Organizations.....	1	2	4	4	6	9
(8) VTAEs.....	1	2	1	1	5	8
(9) Special Education.....	9	18	20	22	14	22

7315.A

Item Statement	Small N =49		Medium N =91		Large N =64	
	N	%	N	%	N	%
13. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	11	22	15	16	8	13
(1) Yes.....	20	41	33	36	23	36
(2) No.....	3	6	2	2	4	6
(3) Don't know.....	15	31	41	45	29	45
14. Do you have a district policy for students leaving school for work experience? Omit.....	11	22	22	24	12	19
(1) Yes.....	21	43	43	47	43	67
(2) No.....	17	35	26	29	9	14
15. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	13	27	18	20	15	23
(1) Yes, which ones?	4	8	6	7	9	14
(2) No.....	32	65	67	74	40	63

ELEMENTARY PRINCIPAL QUESTIONNAIRE

7316.A

Item Statement	N=313	Total N	%
1. Check the K-12 student population that fits your district:			
Omit.....		1	0
(1) Small size district (999 and under).....		101	32
(2) Medium size district (1,000 - 2,999)		114	36
(3) Large size district (3,000 and over).....		97	31
2. Which of the following best describes the area served by your school district?			
Omit.....		0	0
(1) rural (farms and towns under 4,000)		146	47
(2) small city (4,000-15,000).....		70	22
(3) metropolitan (over 15,000)		87	28
(4) other		10	3
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit.....		7	0
(1) Minimal.....		165	53
(2) Good.....		113	36
(3) Excellent.....		28	9
4. Do your school district policies support school supervised work experience programs?			
Omit.....		13	4
(1) Yes.....		259	83
(2) No.....		41	13
5. Has the Education for Employment standard changed your work experience programs?			
Omit.....		73	23
(1) Yes.....		66	21
(2) No.....		174	56
6. What types of school supervised work experience activities do you have? (Check all that apply)			
Omit.....		27	9
(1) Field trips		265	85
(2) Career exploration.....		221	71
(3) Job shadowing		40	13
(4) Simulation.....		54	17
(5) On-the-job training.....		45	14
(6) Co-op.....		44	14
(7) Work experience		74	24
(8) Self-employment.....		10	3
(9) Work study		50	16

7316.A

Item Statement	N= 313	Total N	%
7. At what grade levels do work experience activities take place?			
Omit.....		66	21
(1) K.....		184	59
(2) 1st grade.....		184	59
(3) 2nd grade.....		188	60
(4) 3rd grade.....		190	61
(5) 4th grade.....		196	63
(6) 5th grade.....		206	66
(7) 6th grade.....		161	51
8. Is one person given overall responsibility for your work experience programs?			
Omit.....		21	7
(1) Yes.....		81	26
(2) No.....		211	67
9. Are certain people responsible for different components of your work experience programs?			
Omit.....		29	9
(1) Yes.....		188	60
(2) No.....		96	31
10. Who coordinates your work experience activities or programs? (Check all that apply)			
Omit.....		50	16
(1) District Administrator.....		42	13
(2) LVEC.....		81	26
(3) Curriculum Coordinator.....		57	18
(4) School Counselor.....		102	33
(5) Elementary Principal.....		141	45
(6) WECEP Coordinator.....		11	4
(7) At-Risk Coordinator.....		39	12
(8) Education for Employment Coordinator.....		41	13
(9) JTPA Coordinator.....		42	13
11. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?			
Omit.....		16	5
(1) Yes.....		125	40
(2) No.....		11	4
(3) Don't know.....		161	51
12. Are you aware of any regulations or laws that hinder your work experience programs?			
Omit.....		39	12
(1) Yes, which one?.....		14	4
(2) No.....		260	83

ELEMENTARY PRINCIPAL QUESTIONNAIRE

7316.A

Item Statement	Small N=101		Medium N=114		Large N=97	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district:						
Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	101	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	114	100	0	0
(3) Large size district (3,000 and over).....	0	0	0	0	97	100
2. Which of the following best describes the area served by your school district?						
Omit.....	0	0	0	0	0	0
(1) rural (farms and towns under 4,000)	95	94	49	43	2	2
(2) small city (4,000-15,000)	1	1	48	42	21	22
(3) metropolitan (over 15,000).....	4	4	14	12	68	70
(4) other.....	1	1	3	3	6	6
3. What are the opportunities for your students to be employed in your community after graduation?						
Omit.....	4	4	0	0	3	3
(1) Minimal	84	83	62	54	18	19
(2) Good.....	11	11	44	39	58	60
(3) Excellent	2	2	8	7	18	19
4. Do your school district policies support school supervised work experience programs?						
Omit.....	6	6	4	4	3	3
(1) Yes.....	74	73	93	82	91	94
(2) No.....	21	21	17	15	3	3
5. Has the Education for Employment standard changed your work experience programs?						
Omit.....	16	16	20	18	36	37
(1) Yes.....	18	18	26	23	22	23
(2) No.....	67	66	68	60	39	40
6. What types of school supervised work experience activities do you have? (Check all that apply)						
Omit.....	9	9	12	11	5	5
(1) Field trips.....	83	82	97	85	85	88
(2) Career exploration	73	72	82	72	66	68
(3) Job shadowing.....	7	7	19	17	14	14
(4) Simulation.....	12	12	26	23	16	16
(5) On-the-job training.....	14	14	18	16	13	13
(6) Co-op	8	8	20	18	16	16
(7) Work experience.....	26	26	29	25	19	20
(8) Self-employment.....	2	2	6	5	2	2
(9) Work study	15	15	18	16	17	18

7316.A

Item Statement	Small N=101		Medium N=114		Large N=97	
	N	%	N	%	N	%
7. At what grade levels do work experience activities take place? Omit.....	17	17	28	25	20	21
(1) Kindergarten.....	63	62	64	56	57	59
(2) 1st grade.....	65	64	61	54	58	60
(3) 2nd grade.....	64	63	63	55	61	63
(4) 3rd grade.....	67	66	62	54	61	63
(5) 4th grade.....	65	64	64	56	67	69
(6) 5th grade.....	70	69	65	57	71	73
(7) 6th grade.....	67	66	49	43	45	46
8. Is one person given overall responsibility for your work experience programs? Omit.....	6	6	7	6	7	7
(1) Yes.....	27	27	29	25	25	26
(2) No.....	68	67	78	68	65	67
9. Are certain people responsible for different components of your work experience programs? Omit....	8	8	11	10	9	9
(1) Yes.....	62	61	61	54	65	67
(2) No.....	31	31	42	37	23	24
10. Who coordinates your work experience activities or programs? (Check all that apply) Omit.....	17	17	20	18	12	12
(1) District Administrator.....	22	22	11	10	9	9
(2) LVEC.....	19	19	36	32	26	27
(3) Curriculum Coordinator.....	11	11	22	19	24	25
(4) School Counselor.....	45	45	33	29	24	25
(5) Elementary Principal.....	46	46	46	40	49	51
(6) WECEP Coordinator.....	1	1	3	3	7	7
(7) At-Risk Coordinator.....	18	18	12	11	9	9
(8) Education for Employment Coordinator.....	15	15	14	12	12	12
(9) JTPA Coordinator.....	23	23	13	11	6	6
11. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	5	5	6	5	4	4
(1) Yes.....	42	42	42	37	41	42
(2) No.....	5	5	4	4	2	2
(3) Don't know.....	49	49	62	54	50	52
12. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	17	17	9	8	12	12
(1) Yes, which one?.....	9	9	3	3	2	2
(2) No.....	75	74	102	89	83	86

SPECIAL NEEDS QUESTIONNAIRE

7317.A

Item Statement	N=53	Total N	%
1. Check the K-12 student population that fits your district:			
Omit.....		0	0
(1) Small size district (999 and under).....		13	25
(2) Medium size district (1,000 - 2,999)		11	21
(3) Large size district (3,000 and over).....		29	55
2. Which of the following best describes the area served by your school district?			
Omit.....		1	2
(1) rural (farms and towns under 4,000)		10	19
(2) small city (4,000-15,000).....		10	19
(3) metropolitan (over 15,000)		30	57
(4) other		2	4
3. What are the opportunities for your students to be employed in your community after graduation?			
Omit.....		0	0
(1) Minimal.....		15	28
(2) Good.....		26	49
(3) Excellent.....		12	23
4. Do your school district policies support school supervised work experience programs?			
Omit.....		3	6
(1) Yes.....		49	92
(2) No.....		1	2
5. Has the Education for Employment standard changed your work experience programs?			
Omit.....		2	4
(1) Yes.....		13	25
(2) No.....		38	72
6. What types of school supervised work experience activities do you have? (Check all that apply)			
Omit.....		1	2
(1) Field trips		40	75
(2) Career exploration.....		45	85
(3) Job shadowing		30	57
(4) Simulation.....		22	42
(5) On-the-job training.....		36	68
(6) Co-op.....		34	64
(7) Work experience		45	85
(8) Self-employment		9	17
(9) Work study		21	40

Item Statement	N=53	Total N	%
7. At what grade levels do work experience activities take place?			
Omit.....		1	2
(1) K-6.....		14	26
(2) 7-9.....		26	49
(3) 10-12.....		47	89
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply)			
Omit.....		9	17
(1) lack of business support.....		4	8
(2) lack of coordination time.....		22	42
(3) lack of qualified support staff.....		5	9
(4) limited district support.....		7	13
(5) lack of student interest.....		8	15
(6) transportation to and from work site.....		19	55
(7) the paper work required.....		13	25
(8) child care for in-school students' children.....		7	13
(9) insurance and liability issues.....		24	45
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply)			
Omit.....		11	21
(1) limited number of business employers.....		17	32
(2) lack of parental support.....		3	6
(3) low pay for the student/no pay.....		12	23
(4) work sites have too high expectations for the students.....		10	19
(5) insurance and liability issues.....		26	49
(6) wage and hour regulations.....		14	26
(7) inadequate safety program.....		11	21
(8) inadequate work site supervision.....		9	17
(9) other.....		4	8
10. What have been some positive outcomes or benefits from your work experience programs? (check all that apply)			
Omit.....		3	6
(1) builds positive work attitudes.....		48	91
(2) provides for application of basic skills.....		43	81
(3) builds parent interest/support.....		38	72
(4) provides access to modern equipment and technology at a reasonable cost.....		28	53
(5) creates an awareness and contacts with business/industry.....		44	83
(6) provides a practical classroom at low cost to the district.....		30	57
(7) student has opportunity to earn money.....		44	83
(8) encourages some students to stay in school.....		49	92
(9) provides work experience.....		48	91

Item Statement	N=53	N	Total %
11. What unique activities are you currently using within your work experience programs? (Open ended statement)	Omit.....	26	49
(1).....		12	23
(2).....		6	11
(3).....		2	4
(4).....		7	13
12. Is one person given overall responsibility for your work experience programs?	Omit.....	2	4
(1) Yes.....		23	43
(2) No.....		28	53
13. Are certain people responsible for different components of your work experience programs?	Omit.....	3	6
(1) Yes.....		35	66
(2) No.....		15	28
14. Who coordinates your work experience programs? (Title/Position)	Omit.....	2	4
(1) High school level.....		49	92
(2) Middle school level		18	34
(3) Elementary level.....		8	15
15. When do you operate your supervised work experience programs? (check one)	Omit.....	1	2
(1) school year/during school hours		24	45
(2) school year/after school hours.....		20	38
(3) summer only.....		0	0
(4) year round.....		22	42
(5) don't have program.....		2	4
16. What is the maximum amount of credit earned toward graduation for work experience?	Omit.....	6	11
(1) none.....		3	6
(2) .5 credit.....		4	8
(3) one credit.....		17	32
(4) two credits		9	17
(5) three credits		6	11
(6) more than three credits.....		9	17
17. How many hours of work experience are needed per awarded credit?	Omit.....	11	21
(1) 150 hours or under.....		8	15
(2) 151 hours - 200 hours.....		23	43
(3) 201 hours and over		11	21

7317.A

Item Statement	N	Total %
18. Do you utilize Carl Perkins monies for your supervised work experience programs?		
Omit.....	5	9
(1) Yes.....	22	42
(2) No.....	26	49
19. What other kinds of funding sources are used? (check all that apply)		
Omit.....	8	15
(1) JTPA 8% funds	24	45
(2) JTPA grants from PICs	31	58
(3) district tax funds.....	32	60
(4) business/industry sources.....	8	15
(5) private sources/foundations.....	0	0
(6) CESAs.....	6	11
(7) Community Based Organizations	2	4
(8) VTAEs.....	1	2
(9) Special Education	21	40
20. What is the average number of hours per week that a student participates in a work experience program? (check one)		
Omit.....	6	11
(1) 1-5 hours.....	7	13
(2) 6-10 hours	12	23
(3) 11-15 hours.....	23	43
(4) 16-20 hours.....	5	9
(5) 21 hours or more.....	0	0
21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (check one)		
Omit.....	6	11
(1) none.....	2	4
(2) 1-14 minutes	27	51
(3) 15-29 minutes	6	11
(4) 30-59 minutes	8	15
(5) 1-2 hours.....	1	2
(6) 3 or more hours	3	6
22. Do you have a training agreement for each student participating in work experience programs?		
Omit.....	2	4
(1) Yes.....	43	81
(2) No.....	8	15
23. Who is included in the signing of the training agreements? (check all that apply)		
Omit.....	9	17
(1) student.....	42	79
(2) teacher	37	70
(3) parent (a legal guardian).....	40	75
(4) employer	42	79
(5) school district.....	24	45
(6) other	4	8

7317.A

Item Statement	N=53	Total N	%
24. Do you develop individual training plans for <u>all</u> students participating in work experience programs?	Omit.....	3	6
(1) Yes.....	29	55	
(2) No.....	21	40	
25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?	Omit.....	4	8
(1) Yes.....	30	57	
(2) No.....	8	15	
(3) Don't know	11	21	
26. Are safety instructions provided in the classroom for the student <u>prior</u> to work experience?	Omit.....	6	11
(1) Yes.....	37	70	
(2) No.....	10	19	
27. Are safety instructions provided on-the-job to the student <u>during</u> work experience?	Omit.....	5	9
(1) Yes.....	47	89	
(2) No.....	1	2	
28. Do you have a district policy for students leaving school for work experience?	Omit.....	7	13
(1) Yes.....	41	77	
(2) No.....	5	9	
29. What types of records are kept for students in work experience programs? (check all that apply)	Omit.....	5	9
(1) number of hours per week	44	83	
(2) name/address/phone of company and student, also student's supervisor's name and phone.....	46	87	
(3) monthly, weekly reports from student.....	28	53	
(4) evaluations of student by immediate supervisor on the job	44	83	
(5) final report by student	17	32	
(6) grade given by instructor/mentor.....	42	79	
(7) number of credits per semester	44	83	
(8) evaluation by student of work experience.....	24	45	
(9) number of on-site visits by instructor/mentor per semester	32	60	
30. Are you aware of any regulations or laws that hinder your work experience programs?	Omit.....	6	11
(1) Yes, which ones?	17	32	
(2) No.....	30	57	

SPECIAL NEEDS QUESTIONNAIRE

7317.A

Item Statement	Small N=13		Medium N=11		Large N=29	
	N	%	N	%	N	%
1. Check the K-12 student population that fits your district: Omit.....	0	0	0	0	0	0
(1) Small size district (999 and under)	13	100	0	0	0	0
(2) Medium size district (1,000 - 2,999)	0	0	11	100	0	0
(3) Large size district (3,000 and over).....	0	0	0	0	29	100
2. Which of the following best describes the area served by your school district? Omit.....	1	8	0	0	0	0
(1) rural (farms and towns under 4,000)	8	62	2	18	0	0
(2) small city (4,000-15,000)	2	15	7	64	1	3
(3) metropolitan (over 15,000).....	1	8	2	18	27	93
(4) other	1	8	0	0	1	3
3. What are the opportunities for your students to be employed in your community after graduation? Omit.....	0	0	0	0	0	0
(1) Minimal	9	69	5	45	1	3
(2) Good	3	23	5	45	18	62
(3) Excellent	1	8	1	9	10	34
4. Do your school district policies support school supervised work experience programs? Omit.....	1	8	1	9	1	3
(1) Yes	12	92	9	82	28	97
(2) No	0	0	1	9	0	0
5. Has the Education for Employment standard changed your work experience programs? Omit.....	2	15	0	0	0	0
(1) Yes	6	46	4	36	3	10
(2) No	5	38	7	64	26	90
6. What types of school supervised work experience activities do you have? (Check all that apply) Omit.....	1	8	0	0	0	0
(1) Field trips	10	77	8	73	22	76
(2) Career exploration	11	85	10	91	24	83
(3) Job shadowing	6	46	5	45	19	66
(4) Simulation	4	31	4	36	14	48
(5) On-the-job training	9	69	7	64	20	69
(6) Co-op	5	38	7	64	22	76
(7) Work experience	9	69	9	82	27	93
(8) Self-employment	4	31	1	9	4	14
(9) Work study	4	31	2	18	15	52
7. At what grade levels do work experience activities take place? Omit.....	1	8	0	0	0	0
(1) K-6	3	23	3	27	8	28
(2) 7-9	6	46	6	55	14	48
(3) 10-12	11	85	11	100	25	86

7317.A

Item Statement	Small N=13		Medium N=11		Large N=29	
	N	%	N	%	N	%
8. What problems/concerns have you had with work experience programs in your school district? (Check all that apply)						
Omit.....	2	15	2	18	5	17
(1) lack of business support	1	8	1	9	2	7
(2) lack of coordination time	8	62	6	55	8	28
(3) lack of qualified support staff.....	1	8	1	9	3	10
(4) limited district support	2	15	1	9	4	14
(5) lack of student interest.....	2	15	3	27	3	10
(6) transportation to and from work site.....	8	62	5	45	16	55
(7) extra paper work involved	5	38	3	27	5	17
(8) child care for in-school students' children.....	1	8	0	0	6	21
(9) insurance and liability issues	7	54	3	27	14	48
9. What problems/concerns have you had with business/industry when dealing with work experience programs? (Check all that apply)						
Omit.....	2	15	3	27	6	21
(1) limited number of business employers.....	9	69	4	36	4	14
(2) lack of parental support	0	0	1	9	2	7
(3) low pay for the student/no pay.....	4	31	2	10	6	21
(4) work sites have too high expectations for the student(s)	3	23	1	9	6	21
(5) insurance and liability issues	5	38	3	27	18	62
(6) wage and hour regulations	5	38	2	18	7	24
(7) inadequate safety program.....	3	23	1	9	7	24
(8) inadequate work site supervision.....	4	31	1	9	4	14
(9) Other	1	8	1	9	2	7
10. What have been some positive outcomes or benefits from your work experience programs? (Check all that apply)						
Omit.....	2	15	0	0	1	3
(1) builds positive work attitudes	11	85	10	91	27	93
(2) provides for application of basic skills.....	8	62	10	91	25	86
(3) builds parent interest/support.....	8	62	8	73	22	76
(4) provides access to modern equipment and technology at a reasonable cost	4	31	6	55	18	62
(5) creates an awareness and contacts with business/industry.....	9	69	9	82	25	86
(6) provides a practical classroom at low cost to the district.....	8	62	7	64	15	52
(7) student has opportunity to earn money	10	77	9	82	25	86
(8) encourages some students to stay in school ..	11	85	11	100	27	93
(9) provides work experience	9	69	11	100	28	97
11. What unique activities are you currently using within your work experience programs? (Open ended statement)						
Omit.....	6	46	6	55	14	48
(1).....	2	15	1	9	9	31
(2).....	3	23	3	27	0	0
(3).....	1	8	0	0	1	3
(4).....	1	8	1	9	5	17

7317.A

Item Statement	Small N=13		Medium N=11		Large N=29	
	N	%	N	%	N	%
12. Is one person given overall responsibility for your work experience programs? Omit.....	1	8	1	9	0	0
(1) Yes.....	7	54	4	36	12	41
(2) No.....	5	38	6	55	17	59
13. Are certain people responsible for different components of your work experience programs? Omit.....	2	15	1	9	0	0
(1) Yes.....	5	38	8	73	22	76
(2) No.....	6	46	2	18	7	24
14. Who coordinates your work experience programs? (Check all that apply) Omit.....	2	15	0	0	0	0
(1) High School Level	10	77	11	100	28	97
(2) Middle School Level.....	5	38	3	27	10	34
(3) Elementary Level	3	23	2	18	3	10
15. When do you operate your supervised work experience programs? (Check one) Omit.....	1	8	0	0	0	0
(1) school year/during school hours	4	31	7	64	13	45
(2) school year/after school hours.....	3	23	5	45	12	41
(3) summer only	0	0	0	0	0	0
(4) year round	6	46	3	27	13	45
(5) don't have a program	1	8	1	9	0	0
16. What is the maximum amount of credit earned toward graduation for work experience? Omit.....	3	23	2	18	1	3
(1) none	0	0	2	18	1	3
(2) .5 credit.....	2	15	1	9	1	3
(3) one credit.....	4	31	3	27	10	34
(4) two credits	3	23	0	0	6	21
(5) three credits.....	1	8	0	0	5	17
(6) more than three credits.....	0	0	3	27	6	21
17. How many hours of work experience are needed per awarded credit? Omit.....	2	15	6	55	3	10
(1) 150 hours or under.....	5	38	1	9	2	7
(2) 151 hours - 200 hours.....	3	23	2	18	18	62
(3) 201 hours and over	3	23	2	18	6	21
18. Do you utilize Carl Perkins monies for your supervised work experience programs? Omit.....	1	8	2	18	2	7
(1) Yes.....	6	46	5	45	11	38
(2) No.....	6	46	4	36	16	55

7317.A

Item Statement	Small N = 13		Medium N = 11		Large N = 29	
	N	%	N	%	N	%
19. What other kinds of funding sources are used? (Check all that apply) Omit.....	3	23	2	18	3	10
(1) JTPA 8% funds.....	5	38	5	45	14	48
(2) JTPA grants from PICs.....	7	54	4	36	20	69
(3) district tax funds.....	7	54	6	55	19	66
(4) business/industry sources.....	4	31	2	18	2	7
(5) private sources/foundations.....	0	0	0	0	0	0
(6) CESAs.....	2	15	0	0	4	14
(7) Community Based Organizations.....	0	0	0	0	2	7
(8) VTAEs.....	1	8	0	0	0	0
(9) Special Education.....	6	46	4	36	11	38
20. What is the average number of hours per week that a student participates in a work experience program? (Check one) Omit.....	2	15	2	18	2	7
(1) 1-5 hours.....	3	23	2	18	2	7
(2) 6-10 hours.....	5	38	3	27	4	14
(3) 11-15 hours.....	3	23	3	27	17	59
(4) 16-20 hours.....	0	0	1	9	4	14
(5) 21 hours or more.....	0	0	0	0	0	0
21. On the average, how much time per week do coordinators spend at each work site on your work experience program? (Check one) Omit.....	2	15	2	18	2	7
(1) none.....	1	8	1	9	0	0
(2) 1-14 minutes.....	6	46	7	64	14	48
(3) 15-29 minutes.....	1	8	0	0	5	17
(4) 30-59 minutes.....	0	0	1	9	7	24
(5) 1-2 hours.....	1	8	0	0	0	0
(6) 3 or more hours.....	2	15	0	0	1	3
22. Do you have a training agreement for each student participating in work experience programs? Omit.....	2	5	0	0	0	0
(1) Yes.....	9	69	8	73	26	90
(2) No.....	2	15	3	27	3	10
23. Who is included in the signing of the training agreements? (check all that apply) Omit.....	3	23	2	18	4	14
(1) student.....	10	77	9	82	23	79
(2) teacher.....	9	69	9	82	19	66
(3) parent (a legal guardian).....	9	69	9	82	22	76
(4) employer.....	10	77	9	82	23	79
(5) school district.....	6	46	3	27	15	52
(6) other.....	0	0	2	18	2	7
24. Do you develop individual training plans for all students participating in work experience programs? Omit.....	2	15	0	0	1	3
(1) Yes.....	7	54	7	64	15	52
(2) No.....	4	31	4	36	13	45

Item Statement	Small N = 13		Medium N = 11		Large N = 29	
	N	%	N	%	N	%
25. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered? Omit.....	2	15	0	0	2	7
(1) Yes.....	7	54	6	55	17	59
(2) No.....	1	8	1	9	6	21
(3) Don't know.....	3	23	4	36	4	14
26. Are safety instructions provided in the classroom for the student prior to work experience? Omit.....	2	15	1	9	3	10
(1) Yes.....	8	62	7	64	22	76
(2) No.....	3	23	3	27	4	14
27. Are safety instructions provided on-the-job to the student during work experience? Omit.....	2	15	1	9	2	7
(1) Yes.....	11	85	9	82	27	93
(2) No.....	0	0	1	9	0	0
28. Do you have a district policy for students leaving school for work experience? Omit.....	3	23	1	9	3	10
(1) Yes.....	9	69	9	82	23	79
(2) No.....	1	8	1	9	3	10
29. What types of records are kept for students in work experience programs? (check all that apply) Omit.....	2	15	1	9	2	7
(1) number of hours per week.....	9	69	8	73	27	93
(2) name/address/phone of company and student, also student's supervisor's name and phone.	9	69	10	91	27	93
(3) monthly, weekly reports from student.....	6	46	5	45	17	59
(4) evaluations of student by immediate supervisor on the job.....	10	77	8	73	26	90
(5) final report by student.....	3	23	4	36	10	34
(6) grade given by instructor/mentor.....	9	69	9	82	24	83
(7) number of credits per semester.....	11	85	9	82	24	83
(8) evaluation by student of work experience.....	7	54	4	36	13	45
(9) number of on-site visits by instructor/mentor per semester.....	4	31	7	64	21	72
30. Are you aware of any regulations or laws that hinder your work experience programs? Omit.....	2	15	0	0	4	14
(1) Yes, which ones?.....	3	23	2	18	12	41
(2) No.....	8	62	9	82	13	45

BUSINESS SURVEY QUESTIONNAIRE

Table 7318.A

Item Statement	Group 1		Group 2	
	N	%	N	%
	N=159		N=91	
1. Number of people you employ full-time: (Check one)Omit.....	5	3	1	1
(1) 1-19 people	54	34	21	23
(2) 20-99 people.....	50	31	16	18
(3) 100-499 people.....	32	20	22	24
(4) 500 + ...	18	11	31	34
2. What are the opportunities for students who have completed a school-supervised work experience program to be employed in your business? Omit.....	7	4	8	9
(1) Excellent.....	48	30	18	20
(2) Good.....	71	45	38	42
(3) Minimal.....	33	21	27	30
3. Types of Business (Check one) Omit.....	15	9	16	18
(1) Agriculture, Mining, Construction.....	9	6	5	5
(2) Broadcasting, Advertising	1	1	0	0
(3) Education.....	3	2	0	0
(4) Finance, Insurance, Banking.....	30	19	14	15
(5) Health, Medical Services.....	6	4	5	5
(6) Hotel, Restaurant.....	12	7	4	4
(7) Manufacturing.....	38	24	30	33
(8) Retail, Wholesale.....	41	25	9	10
(9) Transportation, Utilities	6	4	8	9
5. Does your business support school-supervised work experiences programs? Omit.....	2	1	1	1
(1) Yes	142	89	55	60
(2) No	15	9	35	38
6. What have been some positive outcomes or benefits from participating in a school-supervised work experience program with local schools? (Check all that apply) Omit.....	10	6	27	30
(1) Provides community recognition.....	87	55	33	36
(2) Validates our training methods	35	22	7	8
(3) Provides application of basic work skills	108	68	45	49
(4) Helps meet our personnel and production needs.....	104	65	35	38
(5) Helps schools stay current with business	84	53	44	48
(6) Helps build enthusiasm of students.....	80	50	31	34
(7) Builds positive work attitudes	116	73	41	45
(8) Other.....	9	6	3	3

Table 7318.A

Item Statement	Group 1		Group 2	
	N	%	N	%
7. What problems/concerns have you had when dealing with an educational work experience program? (Check all that apply)				
Omit.....	42	26	39	43
(1) Lack of student interest.....	50	31	19	21
(2) Students have too high expectations for the job.....	46	29	19	21
(3) Wage and hour regulations that affect students.....	22	14	7	8
(4) Lack of school district interest.....	13	8	5	5
(5) Transportation to work site.....	16	10	8	9
(6) Paperwork required.....	8	5	7	8
(7) Supervision required.....	20	13	16	18
(8) Insurance and liability issues.....	21	13	11	12
(9) Lack of business skills.....	31	19	21	23
9. Do you think this type of program should continue?				
Omit.....	6	4	17	19
(1) Yes.....	153	96	74	81
(2) No.....	0	0	0	0
10. Will you participate in this program next year? Omit.....	23	14	23	25
(1) Yes.....	125	79	48	53
(2) No.....	11	7	20	22
11. What types of support do you provide to your local school district? (Check all that apply)				
Omit.....	5	3	16	18
(1) Classroom presentations in schools.....	76	48	46	51
(2) Access to modern equipment.....	29	18	17	19
(3) Work experiences for students.....	133	84	52	57
(4) Facilities for instruction.....	22	14	7	8
(5) Grants or gifts of money.....	40	25	26	29
(6) Supplies and materials.....	35	22	13	14
(7) Advisory committee members.....	91	57	39	43
(8) Visits to our business.....	106	67	53	58
(9) Updated training to school staff.....	16	10	9	10
12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program? (Check all that apply)				
Omit.....	44	28	39	43
(1) More recognition for community service.....	24	15	14	15
(2) Tax incentives.....	49	31	30	33
(3) Input into classroom curriculum.....	37	23	16	18
(4) Wage subsidy for students we employ as part of the program	70	44	32	35
(5) Other.....	15	9	10	11

Table 7318.A

Item Statement	Group 1		Group 2	
	N	%	N	%
13. Does your business have an arrangement with a school district to offer opportunities for students to attain basic work skills on-the-job?				
Omit.....	1	1	2	2
No.....	44	28	54	59
Unsure.....	10	6	8	9
Yes.....	104	65	27	30
14. Do the students you employ have the competencies needed to perform the job assigned them?				
Omit.....	47	30	58	64
No.....	5	3	5	5
Unsure.....	12	8	6	7
Yes.....	95	60	22	24
15. Do students learn appropriate attitudes concerning the employee/employer relationship in school?				
Omit.....	45	28	58	64
No.....	19	12	9	10
Unsure.....	39	25	11	12
Yes.....	56	35	13	14
16. Does the quality/quantity of work accomplished by the student benefit your business?				
Omit.....	45	28	58	64
No.....	1	1	4	4
Unsure.....	11	7	5	5
Yes.....	102	64	24	26
17. Does the quality/quantity of work accomplished by the student benefit the student?				
Omit.....	46	29	58	64
No.....	0	0	0	0
Unsure.....	18	11	7	8
Yes.....	95	60	26	29
18. Would you consider hiring the student(s) full-time?				
Omit.....	46	29	58	64
No.....	5	3	4	4
Unsure.....	13	8	6	7
Yes.....	95	60	23	25
19. Does your company help in preparing a training plan for each student you have in a school-supervised work experience?				
Omit.....	45	28	58	64
No.....	42	26	16	18
Unsure.....	18	11	1	1
Yes.....	54	34	16	18

Table 7318.A

Item Statement	Group 1		Group 2	
	N	%	N	%
20. Does your company sign a training agreement for each student you have in a school-supervised work experience program?				
Omit.....	47	30	58	64
No.....	33	21	18	20
Unsure.....	10	6	4	4
Yes.....	69	43	11	12
21. Does the school coordinator clearly explain the school-supervised work experience objectives?				
Omit.....	47	30	58	64
No.....	6	4	4	4
Unsure.....	11	7	8	9
Yes.....	95	60	21	23
22. Does the school coordinator monitor the agreement and keep you adequately informed?				
Omit.....	48	30	58	64
No.....	6	4	4	4
Unsure.....	9	6	6	7
Yes.....	96	60	23	25
23. Does the school coordinator respond promptly to your questions and/or problems?				
Omit.....	47	30	58	64
No.....	3	2	1	1
Unsure.....	10	6	6	7
Yes.....	99	62	26	29
24. Was the school coordinator's monitoring adequate?				
Omit.....	47	30	58	64
No.....	5	3	7	8
Unsure.....	21	13	5	5
Yes.....	86	54	21	23
25. Was safety instruction provided in the classroom <u>prior</u> to the work experience with you?				
Omit.....	49	31	59	65
No.....	13	8	6	7
Unsure.....	86	54	24	26
Yes.....	11	7	2	2
26. Do you provide safety instruction <u>during</u> the student's work experience?				
Omit.....	49	31	59	65
No.....	16	10	7	8
Unsure.....	8	5	5	5
Yes.....	86	54	20	22

Table 7318.A

Item Statement	Group 1		Group 2	
	N	%	N	%
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program?				
Omit.....	49	31	58	64
No.....	40	25	13	14
Unsure.....	14	9	4	4
Yes.....	56	35	16	18
28. In reviewing your insurance policy coverage, are students covered while on-the-job?				
Omit.....	46	29	59	65
No.....	15	9	2	2
Unsure.....	24	15	4	4
Yes.....	74	47	26	29
29. Are any regulations/laws hindering you from providing work experience for students?				
Omit.....	48	30	60	66
No.....	80	50	18	20
Unsure.....	15	9	7	8
Yes.....	16	10	6	7
30. How many students are involved in a school-supervised work experience program with your business this year? Omit.....	54	34	63	69
(1) 1 student.....	45	28	9	10
(2) 2-4 students.....	42	26	10	11
(3) 5 or more students.....	18	11	9	10

BUSINESS SURVEY QUESTIONNAIRE

Table 7318.A

Item Statement	N	Total N=250	%
1. Number of people you employ full-time: (Check one)Omit.....	6		2
(1) 1-19 people	75		30
(2) 20-99 people.....	66		26
(3) 100-499 people.....	54		22
(4) 500 + ...	49		20
2. What are the opportunities for students who have completed a school-supervised work experience program to be employed in your business? Omit.....	15		6
(1) Excellent.....	66		26
(2) Good.....	109		44
(3) Minimal.....	60		24
3. Types of Business (Check one) Omit.....	31		12
(1) Agriculture, Mining, Construction.....	14		6
(2) Broadcasting, Advertising	1		0
(3) Education.....	3		1
(4) Finance, Insurance, Banking	44		17
(5) Health, Medical Services.....	11		4
(6) Hotel, Restaurant.....	16		6
(7) Manufacturing.....	68		27
(8) Retail, Wholesale.....	50		20
(9) Transportation, Utilities	14		6
5. Does your business support school-supervised work experiences programs? Omit.....	3		1
(1) Yes	197		79
(2) No	50		20
6. What have been some positive outcomes or benefits from participating in a school-supervised work experience program with local schools? (Check all that apply) Omit.....	37		15
(1) Provides community recognition.....	120		48
(2) Validates our training methods	42		17
(3) Provides application of basic work skills	153		61
(4) Helps meet our personnel and production needs.....	139		56
(5) Helps schools stay current with business.....	128		51
(6) Helps build enthusiasm of students.....	111		44
(7) Builds positive work attitudes	157		63
(8) Other.....	12		5

Table 7318.A

Item Statement	N	Total %
7. What problems/concerns have you had when dealing with an educational work experience program? (Check all that apply)		
Omit.....	81	32
(1) Lack of student interest.....	69	28
(2) Students have too high expectations for the job.....	65	26
(3) Wage and hour regulations that affect students.....	29	12
(4) Lack of school district interest.....	18	7
(5) Transportation to work site.....	24	10
(6) Paperwork required.....	15	6
(7) Supervision required.....	36	14
(8) Insurance and liability issues.....	32	13
(9) Lack of business skills.....	52	21
9. Do you think this type of program should continue?		
Omit.....	23	9
(1) Yes.....	227	91
(2) No.....	0	0
10. Will you participate in this program next year? Omit.....	46	18
(1) Yes.....	173	69
(2) No.....	31	12
11. What types of support do you provide to your local school district? (Check all that apply) Omit.....	21	8
(1) Classroom presentations in schools.....	122	49
(2) Access to modern equipment.....	46	18
(3) Work experiences for students.....	185	74
(4) Facilities for instruction.....	29	12
(5) Grants or gifts of money.....	66	26
(6) Supplies and materials.....	48	19
(7) Advisory committee members.....	130	52
(8) Visits to our business.....	159	64
(9) Updated training to school staff.....	25	10
12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program? (Check all that apply) Omit.....	83	33
(1) More recognition for community service.....	38	15
(2) Tax incentives.....	79	32
(3) Input into classroom curriculum.....	53	21
(4) Wage subsidy for students we employ as part of the program	102	41
(5) Other.....	25	10

Table 7318.A

Item Statement	N	Total	%
13. Does your business have an arrangement with a school district to offer opportunities for students to attain basic work skills on-the-job?			
Omit.....	3		1
No.....	98		39
Unsure.....	18		7
Yes.....	131		52
14. Do the students you employ have the competencies needed to perform the job assigned them?			
Omit.....	105		42
No.....	10		4
Unsure.....	18		7
Yes.....	117		47
15. Do students learn appropriate attitudes concerning the employee/employer relationship in school?			
Omit.....	103		41
No.....	28		11
Unsure.....	50		20
Yes.....	69		28
16. Does the quality/quantity of work accomplished by the student benefit your business?			
Omit.....	103		41
No.....	5		2
Unsure.....	16		6
Yes.....	126		50
17. Does the quality/quantity of work accomplished by the student benefit the student?			
Omit.....	104		42
No.....	0		0
Unsure.....	25		10
Yes.....	121		48
18. Would you consider hiring the student(s) full-time?			
Omit.....	104		42
No.....	9		4
Unsure.....	19		8
Yes.....	118		47
19. Does your company help in preparing a training plan for each student you have in a school-supervised work experience?			
Omit.....	103		41
No.....	58		23
Unsure.....	19		8
Yes.....	70		28

Table 7318.A

Item Statement	N	Total	%
20. Does your company sign a training agreement for each student you have in a school-supervised work experience program?			
Omit.....	105	42	
No.....	51	20	
Unsure.....	14	6	
Yes.....	80	32	
21. Does the school coordinator clearly explain the school-supervised work experience objectives?			
Omit.....	105	42	
No.....	10	4	
Unsure.....	19	8	
Yes.....	116	46	
22. Does the school coordinator monitor the agreement and keep you adequately informed?			
Omit.....	106	42	
No.....	10	4	
Unsure.....	15	6	
Yes.....	119	48	
23. Does the school coordinator respond promptly to your questions and/or problems?			
Omit.....	105	42	
No.....	4	2	
Unsure.....	16	6	
Yes.....	125	50	
24. Was the school coordinator's monitoring adequate?			
Omit.....	105	42	
No.....	12	5	
Unsure.....	26	10	
Yes.....	107	43	
25. Was safety instruction provided in the classroom <u>prior</u> to the work experience with you?			
Omit.....	108	43	
No.....	19	8	
Unsure.....	110	44	
Yes.....	13	5	
26. Do you provide safety instruction <u>during</u> the student's work experience?			
Omit.....	108	43	
No.....	23	9	
Unsure.....	13	5	
Yes.....	106	42	

Table 7318.A

Item Statement	N	Total	%
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program?			
Omit.....	107		43
No.....	53		21
Unsure.....	18		7
Yes.....	72		29
28. In reviewing your insurance policy coverage, are students covered while on-the-job?			
Omit.....	105		42
No.....	17		7
Unsure.....	28		11
Yes.....	100		40
29. Are any regulations/laws hindering you from providing work experience for students?			
Omit.....	108		43
No.....	98		39
Unsure.....	22		9
Yes.....	22		9
30. How many students are involved in a school-supervised work experience program with your business this year?			
Omit.....	118		47
(1) 1 student.....	53		21
(2) 2-4 students.....	52		21
(3) 5 or more students.....	27		11

BUSINESS SURVEY QUESTIONNAIRE

Table 7318.A

Item Statement	S		M		L		XL	
	N	%	N	%	N	%	N	%
1. Number of people you employ full-time: (Check one)								
Omit.....	0	0	0	0	0	0	0	0
(1) 1-19 people.....	75	100	0	0	0	0	0	0
(2) 20-99 people.....	0	0	66	100	0	0	0	0
(3) 100-499 people.....	0	0	0	0	54	100	0	0
(4) 500 +.....	0	0	0	0	0	0	49	100
2. What are the opportunities for students after graduation to be employed in your business who have completed a school-supervised work experience program?								
Omit.....	2	3	1	2	5	9	4	8
(1) Excellent.....	18	24	23	35	12	22	13	27
(2) Good.....	30	40	31	47	28	52	19	39
(3) Minimal.....	25	33	11	17	9	17	13	27
3. Types of Business (Check one)								
Omit.....	13	17	7	11	4	7	5	10
(1) Agriculture, Mining, Construction.....	4	5	6	9	3	6	1	2
(2) Broadcasting, Advertising.....	0	0	0	0	1	2	0	0
(3) Education.....	2	3	1	2	0	0	0	0
(4) Finance, Insurance, Banking.....	8	11	18	27	9	17	9	18
(5) Health, Medical Services.....	2	3	0	0	5	9	3	6
(6) Hotel, Restaurant.....	10	13	5	8	0	0	0	0
(7) Manufacturing.....	7	9	15	23	24	44	21	43
(8) Retail, Wholesale.....	26	35	12	18	6	11	5	10
(9) Transportation, Utilities.....	3	4	3	5	2	4	6	12
5. Does your business support school-supervised work experiences?								
Omit.....	1	1	1	2	0	0	1	2
(1) Yes.....	56	75	53	80	44	81	40	82
(2) No.....	18	24	12	18	10	19	8	16
6. What have been some positive outcomes or benefits from participating in a school-supervised work experience program with local schools? (Check all that apply)								
Omit.....	11	15	10	15	9	17	6	12
(1) Provides community recognition.....	35	47	25	38	26	48	30	61
(2) Validates our training methods.....	14	19	11	17	8	15	7	14
(3) Provides application of basic work skills.....	44	59	38	58	34	63	33	67
(4) Helps meet our personnel and production needs.....	37	49	41	62	31	57	29	59
(5) Helps schools stay current with business.....	35	47	27	41	27	50	36	73
(6) Helps build enthusiasm of students.....	34	45	23	35	24	44	29	59
(7) Builds positive work attitudes.....	48	64	37	56	34	63	35	71
(8) Other.....	4	5	4	6	2	4	2	4
7. What problems/concerns have you had when dealing with an educational work experience program? (Check all that apply)								
Omit.....	26	35	20	30	20	37	12	24
(1) Lack of student interest.....	20	27	21	32	20	37	7	14
(2) Students have too high expectations for the job.....	16	21	17	26	14	26	18	37
(3) Wage and hour regulations that affect students.....	7	9	8	12	4	7	10	20
(4) Lack of school district interest.....	9	12	3	5	2	4	3	6
(5) Transportation to work site.....	6	8	5	8	5	9	8	16
(6) Paperwork required.....	6	8	4	6	1	2	3	6
(7) Supervision required.....	8	11	7	11	6	11	12	24
(8) Insurance and liability issues.....	11	15	7	11	5	9	8	16
(9) Lack of business skills.....	11	15	10	15	15	28	16	33

Table 7318.A

Item Statement	S		M		L		XL	
	N	%	N	%	N	%	N	%
9. Do you think this type of program should continue? Omit.....	8	11	6	9	4	7	4	8
(1) Yes.....	67	89	60	91	50	93	45	92
(2) No.....	0	0	0	0	0	0	0	0
10. Will you participate in this program next year? Omit.....	10	13	10	15	13	24	10	20
(1) Yes.....	53	71	48	73	36	67	33	67
(2) No.....	12	16	8	12	5	9	6	12
11. What types of support do you provide to your local school district? (Check all that apply) Omit.....	11	15	4	6	4	7	1	2
(1) Classroom presentations to schools	27	36	26	39	26	48	40	82
(2) Access to modern equipment.....	10	13	11	17	9	17	13	27
(3) Work experiences for students.....	51	68	50	76	41	76	39	80
(4) Facilities for instruction	9	12	7	11	7	13	4	8
(5) Grants or gifts of money.....	14	19	17	26	14	26	19	39
(6) Supplies and materials.....	13	17	16	24	7	13	12	24
(7) Advisory committee members.....	26	35	35	53	28	52	39	80
(8) Visits to our business	33	44	45	68	36	67	44	90
(9) Updated training to school staff.....	4	5	6	9	4	7	10	20
12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program? (Check all that apply) Omit.....	23	31	25	38	15	28	17	35
(1) More recognition for community service.....	13	17	9	14	9	17	7	14
(2) Tax incentives	25	33	19	29	19	35	15	31
(3) Input into classroom curriculum.....	15	20	12	18	15	28	10	20
(4) Wage subsidy for students we employ as part of the program	36	48	25	38	21	39	17	35
(5) Other, Please list.....	5	7	5	8	6	11	9	18
13. Does your business have an arrangement with a school district to offer opportunities for students to attain basic work skills on-the-job? Omit.....	2	3	0	0	1	2	0	0
No	29	39	26	39	25	46	16	33
Unsure	2	3	7	11	2	4	6	12
Yes.....	42	56	33	50	26	48	27	55
14. Do the students you employ have the competencies needed to perform the job assigned them? Omit.....	30	40	27	41	27	50	17	35
No.....	4	5	1	2	3	6	2	4
Unsure	5	7	5	8	5	9	3	6
Yes.....	36	48	33	50	19	35	27	55
15. Do students learn appropriate attitudes concerning the employee/employer relationship in school? Omit.....	30	40	27	41	25	46	18	37
No.....	7	9	5	8	8	15	7	14
Unsure	15	20	19	29	9	17	6	12
Yes.....	23	31	15	23	12	22	18	37

Table 7318.A

Item Statement	S		M		L		XL	
	N	%	N	%	N	%	N	%
16. Does the quality/quantity of work accomplished by the student benefit your business? Omit.....	31	41	27	41	25	46	17	35
No.....	3	4	0	0	1	2	1	2
Unsure	5	7	4	6	5	9	2	4
Yes.....	36	48	35	53	23	43	29	59
17. Does the quality/quantity of work accomplished by the student benefit the student? Omit.....	31	41	28	42	25	46	17	35
No.....	0	0	0	0	0	0	0	0
Unsure	7	9	9	14	5	9	4	8
Yes.....	37	49	29	44	24	44	28	57
18. Would you consider hiring the student(s) full-time? Omit.....	32	43	27	41	25	46	17	35
No.....	3	4	2	3	1	2	2	4
Unsure	7	9	5	8	3	6	4	8
Yes.....	33	44	32	48	25	46	26	53
19. Does your company help in preparing a training plan for each student you have in a school-supervised work experience? Omit.....	30	40	27	41	25	46	17	35
No.....	23	31	16	24	10	19	8	16
Unsure	3	4	7	11	4	7	5	10
Yes.....	19	25	16	24	15	28	19	39
20. Does your company sign a training agreement for each student you have in a school-supervised work experience program? Omit.....	31	41	27	41	25	46	18	37
No.....	13	17	17	26	9	17	11	22
Unsure	5	7	3	5	1	2	5	10
Yes.....	26	35	19	29	19	35	15	31
21. Does the school coordinator clearly explain the school-supervised work experience objectives? Omit.....	31	41	29	44	25	46	17	35
No.....	3	4	1	2	3	6	3	6
Unsure	3	4	4	6	5	9	5	10
Yes.....	38	51	32	48	21	39	24	49
22. Does the school coordinator monitor the agreement and keep you adequately informed? Omit.....	31	41	30	45	25	46	17	35
No.....	3	4	1	2	4	7	2	4
Unsure	4	5	3	5	2	4	5	10
Yes.....	37	49	32	48	23	43	25	51
23. Does the school coordinator respond promptly to your questions and/or problems? Omit.....	32	43	28	42	25	46	17	35
No.....	0	0	1	2	1	2	2	4
Unsure	2	3	4	6	3	6	5	10
Yes.....	41	55	33	50	25	46	25	51

Table 7318.A

Item Statement	S		M		L		XL	
	N	%	N	%	N	%	N	%
24. Was the school coordinator's monitoring adequate								
Omit.....	32	43	27	41	25	46	17	35
No.....	3	4	2	3	4	7	3	6
Unsure	5	7	10	15	4	7	6	12
Yes.....	35	47	27	41	21	39	23	47
25. Was safety instruction provided in the classroom prior to the work experience with you?								
Omit.....	32	43	29	44	25	46	19	39
No.....	7	9	4	6	4	7	3	6
Unsure	33	44	28	42	20	37	27	5
Yes.....	3	4	5	8	5	9	0	0
26. Do you provide safety instruction during the student's work experience?								
Omit.....	31	41	30	45	26	48	18	37
No.....	8	11	4	6	3	6	8	16
Unsure	2	3	3	5	2	4	5	10
Yes.....	34	45	29	44	23	43	18	37
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program?								
Omit.....	32	43	28	42	25	46	18	37
No.....	24	32	14	21	8	15	6	12
Unsure	4	5	7	11	2	4	5	10
Yes.....	15	20	17	26	19	35	20	41
28. In reviewing your insurance policy coverage, are students covered while on-the-job?								
Omit.....	32	43	28	42	25	46	17	35
No.....	3	4	6	9	1	2	5	10
Unsure	13	17	8	12	2	4	5	10
Yes.....	27	36	24	36	26	48	22	45
29. Are any regulations/laws hindering you from providing work experience for student?								
Omit.....	32	43	29	44	26	48	18	37
No.....	31	41	30	45	16	30	20	41
Unsure	6	8	4	6	6	11	5	10
Yes.....	6	8	3	5	6	11	6	12
30. How many students are involved in a co-op program with your business this year?								
Omit	32	43	34	52	28	52	21	43
(1) 1 student.....	26	35	14	21	9	17	4	8
(2) 2-4 students.....	14	19	16	24	9	17	10	20
(3) 5 or more students.....	3	4	2	3	8	15	14	29

Appendix E
Open-Ended Responses

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Open-Ended Responses from LVEC Survey

2. Which of the following best describes the area served by your school district?
 - Rural/metro/subdivisions "bedroom community"
 - Urban over 25,000
5. Has the Education for Employment standard changed your work experience programs?
 - Program planning is more comprehensive (7)
 - Expanded opportunities (6)
 - Curriculum additions (2)
 - Giving credit(2)
 - Work experience will be offered K-12
 - At-risk work experience is offered
 - Diversified co-op planned FY91
 - Organized and defined
 - Improved existing opportunities
 - Implemented work experience release, re-vitalized IPC co-op programs
 - More aware, JTPA, at-risk
 - Reduced and restricted
 - Elementary activities
 - Looks at all educational levels
 - No. But we are working on community involvement
 - Will promote it
 - Junior Achievement
 - More students involved
 - Added programs; integrated activities
6. What types of school supervised work experience activities do you have?
 - JTPA (6)
 - Mentorships
 - DUO - do unto others
8. What problems/concerns have you had with work experience programs in your school district?
 - No problem once we have opportunity to explain perception (9)
 - Seen as problematic by some employers (7)
 - Lack of suitable training stations (7)
 - Having enough students to fill jobs that are available - low enrollment(2)
 - Lack of enough staff
 - Cost of instructor time
 - Justify the support for supervision time in teacher's time
 - Administration resistance to concepts
 - Student interest
 - School board policy changed to limit it greatly
 - Principal doesn't believe in co-op education involving both credit and pay
 - The attitude spanned by DPI and colleges that the only program for kids is a college prep program
 - Lack of jobs with potential for lifetime or adult earning potential
 - Depressed economy
 - Too many required subjects cost of co-op

- Need answers on who is liable - school or work station - although no problems have surfaced
 - Students with special needs
 - The program is very time consuming. Our coordinator only works three days a week
 - Time in students schedules
 - Release time from school day. Some employers take advantage of students and exceed 15 hours per week.
 - Work experience - (on-the-job) has not been a priority
 - Students working after school hours with no connection with job keeping skills learning
 - Business' want only 18 year olds
 - Coordination with existing programs and career assistance
 - No public transportation available
9. What problems/concerns have you had with business/industry when dealing with work experience programs?
- We have had good support and cooperation from business/industry
 - Other than co-op, we have very limited work experience
 - Student interest
 - Rural-lack of some specialty occupations
 - Employee willing to train student for only one year period
 - Employers have less need during winter months due to tourism economy
 - Time to contact the business community
 - Monies for wages
 - Assigning too many hours of work which have affected students education
 - As the economy swings - students are not enrolled in the programs as jobs are available
 - State regulations which do not allow under 18 to drive vehicles
 - School guidance counselors
 - Labor unions sometimes oppose student workers
10. What have been some positive outcomes or benefits from your experience work programs?
- Student sees need for basic skills exploratory experience
 - Only co-op students are involved
 - 100's of other things - problem solving, thinking, business ethics, etc.
 - Students make better career/school decisions
 - Placement of students in full-time jobs after graduation
 - Involves community in education for employment
 - Provides tutoring to those who need it because grades must be passing to go from pre-employment skills training to a work experience site.
 - Provides opportunity to work with adults provides opportunity to meet high standards.
 - Our work experience program works mainly with the at-risk population in our district. Positive feedback from teachers and the program offers motivation for students to work harder in their classes.
 - Potential employment after graduation
 - Builds self-esteem
 - Provides material for resume
 - This is our first year. Too early to tell.
 - Positive program which brings community into the classroom
 - Meets the education for employment standard
11. What unique activities are you currently using within your work experience programs?
- Co-op (9)
 - Addressing Education for Employment areas (9)

- Job shadowing is exceptional (7)
- Employers give feedback to schools (7)
- JTPA (7); Vocational Rehabilitation
- Students starting own business (4)
- Special education work up program (4)
- At-risk work experience (6)
- Farm work (4)
- Field trip (3); career exploration
- Video taping/analyzing interviews (3)
- Simulation (3) - and industry entry level
- Students employed by school, credit given for work experience district (2)
- EMR work experience pilot program (2)
- Machine Shop (2)
- EBE (2)
- Internships
- Use state of-the-art equipment on the job
- Enterprise activity at District Assessment Center
- Teen News minority newspaper
- Sheraton Hotel Food Service
- Adjusted student loads, more work sites, job interviewing
- Students to out during their last 6-9 weeks
- Students work in an area bakery as part of a workshop
- Semester course - pursue their personal careers
- Community based experience program for seniors
- Exemplary User Site Project
- I don't think anything we're doing is unique
- No formal program
- Plans
- Flexible hours
- Career unit for all sophomores
- Special needs work experience at local motel
- Elementary school tutoring
- Scheduled class time with coordinator
- Career mentoring in Office Education
- Cutting Pulp
- Grocery Store - Stocking
- Students will sometimes work more than one part-time job in different career areas
- Business Procedures one week with manufacturer
- Entrepreneurship in Fashion and Craft Merchandising.
- Non paid, short term internships
- School stores - wholesale business
- Manufacturing activities
- Weekend work experience assessment program
- All juniors in special education rotate among six job sites for exploration with no salary
- All seniors take mock interview before graduation, write resume, and a career term paper
- Kindergarten helpers
- Seasonal employer OHT/Clerical
- All students are handicapped
- Personal development; Basic academic skills; diversified job placement
- Seminars
- Community presentations
- Career assessments

- No pay - students receive school credit instead
- Employment attitudes; employment problems
- Exceptional needs transition
- Alternate Educator. School off campus
- Mentor program with math and Insurance Company
- Working with a TV Station. Actually making an Ad.
- Contest with the Area Tech School to determine skill capabilities
- South Central Vocational Center
- Yearly Employer Appreciation Banquet
- Junior Achievement Program
- Adopt - A - Senior (nursing home)
- Incorporating Gender Equity Programs; Pilot Exemplary WCIS site
- WECEP
- wage earning Home Economics Lunch program
- Apply work language to class language
- Apply work math to class math
- Enhance social work skills with school performance
- Contracts with students
- Articulate work experience with night (1) course offered through NTC-Antigo
- Role play "First Day On the Job"
- Students teach WCIS in career education program
- Interviewing
- Introduce high school career center to social studies classes
- Better coordination in 7th and 8th grade exploratory
- Incorporating developmental guidance
- Involving academic staff

14. Who coordinates your work experience programs?

- a. High School
 - LVEC (46)
 - Vocational education instructor (41)
 - Teacher (30)
 - JTPA (28)
 - Guidance director (19)
 - Principal (18)
 - EEN instructor (13)
 - Work experience coordinator (9)
 - District Administrator (2)
 - Director of Instruction(2)
 - Truancy
- b. Middle School
 - Teacher (22)
 - Principal (15)
 - LVEC (11)
 - Middle school guidance (7)
 - WECEP Coordinator (4)
 - Curriculum office (2)
 - Special Education (2)
 - JTPA (2)
 - As 8th grade team
 - By the main office
 - Work Experience coordinator

- Career coordinator
 - At-risk coordinator
- c. Elementary
- Teacher (21)
 - Principal (21)
 - Guidance staff (5)
 - Work experience coordinator (4)
 - Curriculum office (2)
 - LVEC (2)
 - Education for Employment director
 - At-risk coordinator, advanced studies coordinator
19. What other kinds of funding sources are used?
- Local taxes
23. Who is included in the signing of the training agreements?
- LVEC (4)
 - Guidance, principal (3)
 - JTPA Coordinator
 - Work experience coordinator
29. What types of records are kept for students in work experience programs?
- Training agreements and plans (2)
 - This is not co-op! Co-op has additional records
 - Only do simulation in school
 - Current accumulated earnings and deductions, and savings
 - Learning objectives
 - Written report of contacts
30. Are you aware of any regulations or laws that hinder your work experience programs?
- Child Labor (21)
 - Insurance liability (11), minors not permitted to operate machinery, must be 18 years old
 - Apprenticeship trades and Employment of minors (7)
 - Work permits
 - The new school attendance laws (3)
 - Minimum wage (3)
 - Social Security SSI (2)
 - Union regulations; labor laws restrictions sometime limit the availability of job sites (2)
 - Safety laws (2)
 - Students in some hazardous job areas such as auto (2)
 - Age of student in relation to using some types of equipment
 - Liquor-restaurants and grocery stores prohibited from handling and dispensing
 - Unions
 - Students in health care
 - 13 weeks for non-pay certain licensed occupations
 - Local union regulations regarding students under 18 years old
 - OSHA
 - Tax credits for employers
 - Assistance programs
 - Hazardous occupations
 - No, but we are investigating
 - Paid/unpaid work

31. Please list ways that work experience programs could be improved.

- Better training of work experience coordinators (7)
- Better funding percent from DPI (3)
- Coordination between school districts (2)
- DPI curriculum guide (2)
- More positive emphasis for state superintendent (2)
- Money, time and increased personnel(2)
- Better define hazardous occupations, more specific regulations/procedures (2)
- Better K-6 and middle school work experience activities (2)
- An overall coordinator(2)
- More time for on site visits - greater understanding of programs by employer(2)
- Insurance policy to cover only work experience program
- Require related instruction for all programs
- License all coordinators
- TJTC for all at risk who participate in work study
- Require vocation education course
- Guidelines for hours, expectations
- High school principal support for it
- Transportation to work sites
- Reinforce the educational aspect and emphasis with employers
- Variety
- Students understanding of programs
- Education for Employment council will be working on this point
- None at this time. It seems to be working well as is
- Develop standard course curriculums that go with work experience programs.
- More positive support from staff superintendent.
- Work experiences in areas of math, science, communication
- Right now, it is functioning very successfully
- Dollar support for teacher coordinator time.
- Need more students to enroll in programs
- Employer insurance for students under 18
- Define the term - As is used, it is too broad.
- Teacher time for supervision
- Encourage more after-school and summer supervised work experience; Integrate more entrepreneurship in traditional vocational education classes.
- Employer's willingness to take on students
- Provide students jobs that could lead to gainful employment at graduation
- As LVEC Designer - lack of time, I have 6 preps/day - LVEC is above and beyond normal school day
- Social Security often gets in the way of our students getting employment because parents don't want to lose those benefits
- Expand to include more students
- Individual study-work program established for at-risk students
- Provide district support for an employment teacher/coordinator to direct a work experience program for all eligible students.
- It's a full time job for the coordinator and we share a coordinator with two other schools. We need a full time person.
- More summer jobs
- Place less emphasis on academics
- We need more co-op programs and a more coordinated effort
- We're quite pleased - need more students enrolled

- More teacher/parent control; more personal career development
- Better support from DPI Superintendent through media release reports or statements
- They absolutely need to be supervised by school personnel
- The guidance counselor to better understand it
- More time that the coordinator could devote to the work experience program- the coordinator has many other responsibilities other than work experience. At present only 6-10 students participate in the program
- Expanded class room instruction; coordination with NTC for credit
- Vocational credit required toward graduation
- Must be tied to a related classroom of instruction
- More students, more student competition
- More community - Business Participation
- State to use Federal Guidelines
- Make all work experience part of co-op except for at-risk
- Less paperwork (JTPA)
- Monitoring process should be ongoing
- They need to be available for all students in grades K-12. I believe we will approach this through Education for Employment
- Scheduling - from independent to class situation
- Unified laws for liability
- More programs offered across the curriculum
- Expanded across curriculum to include various vocational disciplinary as well as students at risk
- Better training for site supervisors
- Coordination overall; records on students
- Incentive- monetary
- More dollars to help pay students
- Expand to meet Education for Employment requirements
- District support more established policies

Additional Comments:

- You are putting too many programs together in this survey - My answers would be different of co-op than for work study.
 - In the context of this survey the only work experience programs we have in place are field trips. The field trips are not coordinated any way. Because of Education for Employment and other factors this district will have school supervised work experience programs in the future. I am sorry I could not have been more complete in answering this survey.
 - If you have acquired/developed/modified any materials you feel would be helpful to our Education for Employment Council to address the Standard's School Supervised Experience Program element, we would appreciate a sharing and/or field testing experience site.
 - Well, the information on the grapevine was correct! Glad to see you are on top of this one. Potential for principals for senior and junior/middle schools to buck this one is huge - lots of resistance to policies and Education for Employment policy by them around this place!
 - The entire project is in the implementation stage. This is our first year in co-op.
 - If we had small, medium and large business that would be great.
- Next, is that our business department of vocational education in general does not run a work experience program. The best and most modern equipment is here at school.

- I really have doubts about any validity of this survey! Number 1 I can't buy your definition of work experience. No where can I see a field trip, being equal to a co-op. I answered most of the survey on the basis of our high school Co-op and work experiences - by adding career exploration and field trips, our entire K-12 program is actively involved in work experience. With that in mind, the survey was most difficult to respond to.
- Our work experience in construction is limited because the Principal and/or District Administrator refuses to allow off-campus jobs such as garages, etc. This makes for quite limited experiences for those students and small Food Service program to include a work experience, but we have not decided whether Co-op (during the year or summer) or shadowing will be used. It is difficult to expand work experience when the Principal doesn't believe students should receive pay and also get credit. A teacher has integrated entrepreneurship into her Fashion and Craft Merchandising course. Everything students make is for resale through their class company. The class manufacturers and merchandises a variety of products. Please contact her for further details. I believe there are several options for providing work experience which might better serve students than some of the traditional co-op models. Summer work experience, better in-school experiences than following a janitor around, and after school options could often meet student needs better than using a 3 hour block of time during the school day. This becomes more important as academic requirements increase. There should be a section or pamphlet to assist elementary and middle school teachers with ideas and ways to provide work experience. The Employment for Education guide is a good start.
- All we have now is a career exploration in vocational areas and numerous field trips. We are going to institute a new coop program in marketing starting in the 1989-90 school year. A lot of these questions don't apply to our situation.
- We ran a pilot "work/study" project 1985-88 to see if it would fly in this community. Since I engineered it we used primarily mildly handicapped students since this group was my main concern. The students were successful (except for one). The others were all offered full-time positions upon graduation. Some accepted; some went on to school. For the handicapped, funding was through DVR. We wrote grants for 2 years to help fund an "employment teacher" who would supervise the work/study, teach the Job Skills course, arrange for job shadowing and unpaid work experience for grades 10-11. Our district was not willing to put up dollars for this staff position. We have terminated the pilot project. I currently find jobs just for my own LD students. We desperately need a program here.
- Sorry I can't help much. We do not have a program. However, I am attempting to get one started through Education for Employment.
- Our administrator filled out his forms and he will be answering some of these questions more knowledgeably than I. This survey was filled out with the help of the JTPA coordinator. We are just beginning our Education for Employment plan K-12.
- Our program is based on students receiving school credits instead of monetary gain-in short, we purposely set up the program with no pay for participation.
- I had a difficult time answering these questions because at times the questions referred to work experience as a singular experience of activity such as co-op, and yet in other earlier questions work experience was indicated to mean a variety of activities as question number 6. Particular problems with questions 20 and 24. Do these mean to refer to any of the activities indicated in question 6 or just specifically to an experience such as Co-op? Please call me or send another questionnaire with explanation of this information is essential. P.S. This work reminded me of how close we are getting once again to our evaluation. This is definitely an example of time flying by too quickly.
- I think the survey is to general. Specific data should be gathered on each type of experience: Co-op, EBCE, JTPA - work experience, field trips etc.
- Our work experience programs were eliminated about 15 years ago. We had programs in Tech Education and Business Education. They were well received by the students and the employers.

Open-Ended Statements from the District Administrator Survey

2. Which of the following best describes the area served by your school district?

- Suburb (4)
- Rural farms
- Suburban and rural farms
- Two villages and four townships
- Exurban

4. Do your school policies support supervised work experience programs?

- Don't have places to give the students the experiences (2)
- Not presently it will in 1989-90 (2)
- Yes for Special Education (2); No for regular education
- None developed.
- Very limited "at-risk" and "special education."
- Our policies do not address the issues.
- Not enough coordination time is allowed
- Only after school hours

5. Has the Education for Employment Standard changed your work experience program?

- Not yet-maybe in the future (32)
- Made better, more involvement, more structuring, more emphasis (16)
- Causing us to re-evaluate what is presently being done (12)
- Greater teacher supervision (5)
- Starting to work toward work experience programs (4)
- Broaden base of experiences (4)
- Expanded work experience curriculum K-4 (3)
- Established many partnerships (3)
- Plan of action K-12 (2)
- Added job shadowing in middle school.
- We are leaders in field.
- Better funded
- Increased acceptance
- Some provisions now.
- LVEC with other districts.
- Limiting to 12th grade
- Became far more restrictive.
- Expanded diploma system

9. In reviewing your school insurance policy coverage, are in-school and out-of-school work experience activities covered?

- If part of our regular school activities, supervised, and approved (4)
- Workers Compensation by the employer (2)
- Liability by school if it is school sponsored. (2)
- Not clearly stated.
- Except for employer liability.
- Don't know for out-of-school.
- The business carries the insurance.
- If we had one-yes

- When we have it.
- We set it up as extension of the classroom

10. Are you aware of any regulations or laws that hinder your work experience programs?

- DILHR work permit and child labor laws (8)
- The DPI Standard that forces all students to remain in school all day (6)
- Hazardous materials, hazardous duties and operating equipment for 16 year olds (5)
- Workers compensation.
- State graduation requirements, new 20 standards re: instructional time (3)
- Wage and hour laws sometimes cause problems (2)
- Unions (2)
- Employers want students to leave before school is out-no school supervision.
- DHSS rule prohibiting employment for pay of child care workers under age 18.
- But I'm not well informed on this issue.
- Poor quality JTPA students - no initiative
- But not necessarily bad ones.
- Students in hospital - health care
- Minimum wage requirements for training period.
- Adequate insurance
- I though DPI virtually eliminated work experience credited programs when they began to list the number of hours of student/teacher contact in school.
- Safety rules and laws
- Internal Revenue code, Section 89 needs review
- Type of manufacturing that student must be 18
- Liabilities
- Transportation requirement

Please list ways that work experience programs can be improved.

- Design of survey based on assumption all districts are K-12. Limitations should be identified in findings of study (30+ Wisconsin School Districts are K-8). Our students participate in several community service experiences during their education. (11)
- We wish we had places where our students could get these experiences. Our community is very limited as far as work possibilities. (9)
- More staff time for coordination, supervision, and follow-up (8)
- More support to teachers and staff trying to get started or maintain these programs when consulting with administration and school board. Determine an effective way of evaluating students in such programs. (4)
- Tax credits and financial incentives for employers. (4)
- Established more specific guidelines (3)
- Additional state funding for costs associated with offering the program. (3)
- Currently, we have school supervised work experience options only for EEN. (3)
- We do not have transportation for students nor money to add these activities (3)
- By compiling and disseminating the information you are gathering. (3)
- We are working on this through the development of the Education for Employment plan. (3)
- Do not have a formal work experience program at present. (3)
- It is hard for students to take work experience with all the state requirements. (3)
- We need a policy in writing. We need to select or develop some sort of application and evaluation forms. (3)
- Need a coordinator to oversee work experience (3)
- Expanded to cover more students and increase opportunities (2)

- Need more direction from the DPI on expansion and information on standards (2)
- Expand philosophy to include professional as well as technical experiences. (2)
- Work on public relation aspect with employers and educating parents.
- Business will not accept liability for students. Requirement that students can not work past 11 p.m. on a night prior to a school day.
- Our small town's employers employ students after school hours. They would be reluctant to use them during the day because they would replace workers who need jobs to support their families. We just don't have an abundance of work opportunities. The school, itself, is the one place young people might have an opportunity. We need to work cooperatively in our rural areas with others for concentrated work experiences in larger communities.
- Experience.
- There is a need for more industries to have work experience programs; Some sites can't expedite programs because of confidentiality. work experience in other towns are different because of time factors, so to cover items #1,2,3, a complete new program with open enrollment or a county wide vocational program might be in order.
- More education of work site as teachers.
- I am confused with your questions. Supervised work experience is a common part of the State Vocational plan. I assumed your questions related to that state program.
- More emphasis on individualizing this effort for students.
- Who is responsible for asbestos liability at the work site?
- District policy is done under general attendance policy.
- New standard prohibits us from having a district policy for students leaving for work experience. Our program is administered through our guidance department. Has been successful and has met needs of some students needing additional graduation credits.
- We are working with Hartford Union high school on a 66.30 agreement for Education for Employment.
- Insure that "in-school" instructional relates directly to work experience and vice versa. Make sure school personnel (who visit employers) know the specific goals of the program and the students supervised.
- Concern about lack of structure to some programs.
- Organized approach, curricula orientation, education, follow through.
- More money needed for tutors and stipends for work.
- Education for Employment needs to be clearly defined. I can see us having a program that would be combined with At-risk program, EEN, and JTPA. Guidance counselors are being placed with too many of the duties and nuts and bolts of all the new state initiatives.
- The two program are: food service co-op and one special education student.
- Find employment that leads to gainful employment whereby the experience will lead to jobs that will support a family. Hardee's and other fast food type jobs can't provide long term incomes to support a family.
- By starting one.
- State funded positions as project coordinators-supervisors.
- Certification of person supervising them
- Greater sharing; More state support in terms of philosophy; The graduation requirements have hurt vocational education.
- Work experience programs should not require vocational sequences in at-risk cases.
- Allow the school to regulate and be flexible. The government statue is too restricting.
- Incorporation of Education for Employment standard into all levels of curriculum in the future.

- We are in the process of developing policies, procedures for school-supervised work experiences. Credit will be awarded as well as financial considerations. The program will be in place, August 89.
- We allow students to leave if they have a job. We do not find jobs as part of a program.
- Concerns for the supervision of work experience, who is qualified, who is available, and who assumes the liability.
- Specify guidelines for coordination/supervision time.
- Increased contact time of JTPA coordinator with student, with work site trainer with support personnel; enhances success of the Work Experience program. Improved incentives: Stipend, credits, would increase interest and effort on students behalf.
- Relax liability for travel and work. More flexible times of work. Better school/business relationships.
- Getting help from business community.
- We have very little opportunity for work experience in our community other than fast food. Most of our business is one or two person operations. It appears our industries are not interested in providing work experience-too time consuming with little return. It looks like much of our program will have to be simulation.
- Need more time for LVEC in her contract to supervise these programs.
- A handbook is necessary. Develop district policy regarding school insurance policy coverage for at school and out-of-school work experience.
- Develop job sites with employers who already employ students through efforts of the Education for Employment council. Direct work programs more toward career goals. Use training plans that identify what a student should be doing and learning on the job. Inservice the on-site supervisors to develop goals, leaning expectancies.
- We do not currently meet the Education for Employment standard.
- No program for work experience except Business Education. Need to look at programs in Distributive Education, HERO and Technology and Industry.
- Funding-Cost is high for coordinator, supervisor, etc. More commitment from business/industry.
- Work experience programs need to be realistic to the student. Student needs to seek out apply, interview, etc. and needs to be subjected to some set rules/standards as other employees.
- We do have three co-ops.
- The high school program is tied to an employment course and has regular supervision by an instructor both in school and at the job-site.
- Work experience programs are of vital importance to our students and community. It is necessary to analyze program support cost requirements to determine whether reductions are possible.

Open-Ended Responses from High School Principal Survey

2. Which of the following best describes the area served by your school district?

- Suburban (4)
- Small town under 2,000
- Rural (towns under 5000)
- Rural farms and towns under 2500

5. Has the Education for Employment standard changed your work experience programs?

- Will be expanded or have expanded (29)
- Improved, more opportunities, more involvement (12)
- In the process of change - Will allow for closely supervised work experience (9)
- Not yet (8)
- Many more restrictions. (2)
- We are looking for places (2)
- Hired an Education for Employment director. (2)
- Increased effort to form business partnerships (2)
- Will offer to general population, encompasses K-12 (2)
- Co-op (2)
- Less students being released more formal supervision (2)
- We used to allow work release
- Hopefully do it separate from the FFA
- Program now 12th grade only.
- Curriculum planning for co-op programs in other areas.
- Students have less time to get work experience during the school day
- Will have to do simulation type activities
- Have JTPA
- More pressure
- Some modification of language to meet new standards

6. What types of school supervised work experience activities do you have?

- JTPA (15)
- Now exploring program
- Building projects
- We call it internship
- Work release
- Mentorships
- Summer work - study and remedial math, English "at risk students".
- Work study through Rehab with EMR students
- Special Education - work experience
- Very few students
- Volunteer activity, senior release
- Aid for credit
- SOEP - Agriculture
- Age and income criteria
- Transitioning
- Independent studies

8. What problems/concerns have you had with work experience programs in your school district?

- Lack of businesses to provide on-the-job opportunity and variety (17)
- New state mandated credit minimum (3)
- Shortage of time in day to fit in new programs and students schedule (3)
- Lack of available material to use in the classroom. (2)
- Financial (2)
- Faculty favors simulation over co-op.
- Don't have work experience programs
- Lack of students
- Not implemented as yet
- Union people are not responsive
- Faculty support
- Enrollment - identification of students with need to available programs.
- CESA 12 attitude "Buy our program and our coordinator"
- Taking jobs from other employable people.
- Not enough supervising of students

9. What problems/concerns have you had with business/industry when dealing with work experience programs?

- Arranging release time and scheduling problems(2)
- Unions restrictions (2)
- Hours - take students out of school too early in the day
- No organized program
- Employee interest in training student for only one year.
- Not enough students for good jobs
- Students get jobs, but don't do tasks that employers hired them to do.
- Communication
- Limited available programs
- No downtown area or lack of businesses
- Lack of focus on the students education
- Work experience is on-site at school
- Student time

10. What have been some positive outcomes or benefits from your work experience programs?

- Enhances student self esteem (3)
- Release has helped school discipline
- Some keep permanent jobs
- Builds needed work survival skills
- Provides credits toward graduation
- Career exploration
- Has led to equipment donation
- Keeps students in school
- Good public relations
- Help students earn elective credit toward graduation
- Gives student a look at the blue collar world
- Job shadowing gave students a good idea of the job they were interested in.

13. Who coordinates your work experience programs?

- Vocational staff (43)
- Staff (29)
- EEN teacher, DVI or SPNS department chair (19)
- Work experience supervisor (4)
- Area subject teachers(2)
- Not designated
- High school Assistant Principal (2)
- Restitution coordinator
- Job coach
- School within a school
- Career trainer

18. What other kinds of funding sources are used?

- EATA for summer (19)
- Targeted Jobs Credit
- None needed for our program
- Columbia thru JTPA
- Board funded
- Private Industry Council
- School budget only

21. Are you aware of any regulations or laws that hinder your work experience programs?

- Students must be in a school board recognized and approved activity each hour of each day (5)
- DPI graduation standards (2) a credit must be given
- Age limits (5)
- Child labor laws (8)
- Hazardous occupations (2)
- Union By-laws and restrictions (2)
- Insurance regulations (2)
- State attendance laws (2)
- Minimum wage (2)
- Safety laws
- OSHA/heavy equipment/bakery
- Social Security Insurance
- Department of Health and Social Services rule prohibiting employment for pay of child care workers under age 18.
- New federal law - federally regulated agency (United Airlines), age requirement, dealing with interstate transportation
- Not allowing student to leave who are not in work study.
- Requires 18 year olds to work in factory
- JTPA criteria of age and income
- Hours/liability
- On-site supervision by school personnel
- DPI face to face time requirements
- New standards

Please list ways that work experience programs could be improved.

- We need a much larger employment base. (12) It seems like the majority of the community is unemployed.
- We need time and person to coordinate and supervise all programs. (11)
- More funding from the state-particularly staffing.(3)
- Less paper work (2)
- More district support to start programs (2)
- We need to provide better supervision/coordination with business/industry (2)
- Our county wide Education for Employment committee is currently working for a cooperative effort among the smaller and larger communities for work experience sites.
- We are still in the process of defining and developing our Education for Employment program.
- More options
- Some employers do not spend time training, or giving on-going direction to students.
- We have eliminated our early release work experience program.
- Inservice and incentives for employers
- Give samples of successful programs that meet DPI requirements.
- Expansion of services - more staff to reach more students. Note: we really don't have a program but we are very interested in the results of your survey.
- When and if it is set up as a separate program I think it will work very well. Increased credits for work release. Increased hours for work release.
- Funding at local level for teacher/coordinator time, willingness to have small numbers at relatively high-cost.
- Get child labor laws changed to minimum age of 15 years
- Expanded to include all four major secondary vocational areas.
- We do not have any form of supervised - planned work experience programs
- Getting employers to more readily accept the average or lower ability student as an employee
- Are currently involved in expansion of work experience program associated with JTPA programming/coordinator
- Private-sector training opportunities, not linking to Carnegie unit "seat-time".
- District LVEC position, DECA Program, Junior Achievement
- More guidelines and ideas on how to implement
- I am the administrator of Work Study and Education for Employment Elmbrook, work study program is 19 years old and this year we have over 200 seniors working.
- Work experience includes: ICE co-op, OE co-op, Mkg co-op, HERO co-op
- Greater awareness of JPTA dollar use.
- Eliminate liability insurance problem.
- More students need the opportunity to get involved.
- Better coordination in our own high school and more release time for the person responsible.
- We are in the process of looking at work experience as alternative for at risk, special needs students. We do have a school store which we use as a work experience.
- School community partnerships, community support, more student interest
- A district policy to cover all work experience needs to be developed.
- Better coordination with CESAs and PIC greater access to longer city job sites, greater input for local business involvement on negative level.
- There is a film being made by Meridian Film Makers on children working. If you are interested in their research, I will put you in contact with the Film Makers. (Joyce Schnepf, Counselor, Reuther Alternative, 913 57th St., Kenosha, WI 53140)
- Dollar restrictions on JTPA guidelines
- Tax credits for employers
- Train all Industry Technology students to facilitate work programs and offer this program to at-risk students. I am a new principal. This report is as accurate as I can be.

- Use the LVEC as coordinator, run all 4 vocational areas as one class of work study, have a related classroom period for all students involved, provide on-site supervision time for LVEC.
- Coordination is needed between programs, communication about value is needed, employers need to see themselves as partners with education, not users of students.
- Move Rosholt next to Stevens Point
- Joined CESA 3 Education for Employment consortium to develop a work experience program as one component of the Education Employment Standard and assist with other parts of the standard.
- More in-services on work experience programs by DPI. More interaction and communication among schools having work experience programs.
- More staff support for our at-risk work experience program.
- Incorporation of Education for Employment standard into all levels of curriculum for the future.
- We are in the process of updating our program, by adding weekly classes and touching base more often with both student and business.
- Gifted and talented student work experience with careers requiring at least four years of college, Awarding academic credit for specific graduation and college entrance requirements. Recognition of the work experience that student organizations provide when organizing and providing services. Charity and religious work is non-paid. How to have student experience this aspect.
- More involvement of business/industry personnel in curriculum development and implementation of the work experience concept. Entire educational staff involved in staff development for better understanding of the concept of work experience and Education for Employment.
- Change restrictions for certification of teacher supervisors.
- Employability skills work experience program for at-risk and EEN students. Programs developed for students with below 2.0 average.
- Many students have jobs which may be affecting our enrollment in co-op.
- By getting involved with Education for Employment and JTPA.
- Funding for staff
- More funds for more supervision of students so more students can be in programs (3)
- Child labor laws
- Expanded involvement and participation of more students (4)
- Should be related to curriculum areas. Students maybe on work experience without having a job would like to see that changed.
- Laws prohibiting those under 18 from driving on the job.
- State mandate regarding release time
- Better cooperation from business and industry.

Open-Ended Responses from Middle School Principal Survey

2. Which of the following best describes the area served by your school district?

- Suburb of Madison
- Suburban (2)
- Rural-city over 15,000 (20-2500)
- Half rural and half city
- Indian reservation

5. Has the Education for Employment changed your work experience programs?

- Work experience programs are being studied for implementation. (11)
- We are developing new programs to meet intent of standards (5)
- Increased awareness of need to implement (5)
- More supervision (3)
- Working on program in high school only (2)
- Career emphasis (2)
- New curriculum
- Required 60 hour course for drop-outs
- We have job targets
- More interested students
- Fewer students have jobs during the day

6. What types of school supervised work experience activities do you have?

- Special class on careers for all 8th graders
- Ninth grade vocational education trip to senior high (annually)
- We receive a co-op student from a near by high school
- Required 60 hour course for drop-outs
- Career speakers in school
- Given responsibilities for jobs and tasks around the classroom and school
- Summer JTPA
- JTPA
- Work for credit
- Job service for part time work.
- Career day (elementary); career night (high school)
- Developmental guidance
- Exploratory 7th and 8th grade courses

10. Who coordinates your work experience activities or programs?

- Classroom teacher (10)
- Vocational teachers (6)
- Special education teachers (6)
- High school principal (3)
- Careers teachers (3)
- Department heads, but not a required "course" at this time
- School coordinator
- We do not have a program during school hours
- Social worker (school)
- Team leaders
- Not coordinated at this time
- Curriculum chair-person
- Office secretary

12. What other kinds of funding sources are used?

- DPI
- IPTO
- IV-A Indian Education
- Regular board funds
- Self generated money
- School budget
- Regular instructional funds
- Parent Teacher Organizations and Student Council

15. Are you aware of any regulations or laws that hinder your work experience programs?

- Age (4)
- Number of hours (2)
- All of the damn paper work for any funds, earnings, allowances so low many left out
- Specific job situation
- Unions, work experience rules and regulations
- Workers compensation - but we need more awareness
- Our kids are under age for most on-site work study programs

Please list ways that work experience programs could be improved.

- Work permits (2)
- Raise earning levels so that we could service a segment of our students needing help.
- Not allowing tax credit to employers who work with 14-15 year old WECEP students while allowing it for other programs that are at less risk.
- We need an organized program below the senior high level. That is not the case at the present time. We do varied things with careers awareness etc., but not in a required manner at this time.
- Personnel for : transportation and supervision of students outside of school for work experience settings; and tying work experience to classroom experiences.
- Self-pay - fund raisers.
- School policy/1137 hours of instruction. We do not have anyone hired to work on-the-job at this time except for EEN
- Thirteen week work experience for non-made
- New + credit limitation
- Define full-time student for aid. All students must attend all day.
- We need funds with mandates
- Child Labor Laws - age 16
- We could be using "jobs" as a component of 9th grade students "at-risk." We are working on adding Education for Employment (WCIS) as units in the vocational education exploratory classes. We are working on integrating computer (into all appropriate areas) and video equipment. We are working on implementing telecommunications.
- Required training for work experience teachers at the state level. We like the program!
- I'd love to get a WECEP program. Our JTPA 8% grant was denied last year. I've been trying since 1980.
- This is being worked on through an Education for Employment council.
- Greater intern certification during summer (see # 58 survey)
- Job fairs with professional people as resources
- In this community, very few opportunities exist for work experiences at this age level.
- We will be using simulation to a large degree.
- More work-related opportunities outside the school need to be available to junior high students. Work-study programs need to be set up for at-risk students, especially those who are older but still in the eighth or ninth grade.

- More direct coordination - presently haphazardly done
- Right now do not have work experience programs at the middle level but would like to.
- Reduce the restriction on age to 12. Eliminate income as a criteria to program acceptance. Develop child/family based services with social services and identify at 1st-3rd grade and work with whole family.
- After the high school has established a solid program, we probably will find out our options at the middle school level.
- The work experience program is primarily a high school initiative in the district.
- More time could be allotted for the work experience coordinator to spend on the program. At present she is working three days and a very small portion of that time is available for the work experience program.
- We need a coordinator. We are in the process of proposing a LVEC position at this time.
- Do not have any such programs at 7-8 building.

Additional Comments:

- We are not involved at this time with work experience programs. (15)
- Not too appropriate for middle school level. We do career exploration/self understanding stuff, but I think you're thinking mostly in high school terms.
- Our work experience program is not a program where students are released from school for job experience. Our program is designed to teach work expectations and employability skills to introduce basic economic principles, and to create an awareness of personal strengths and interests as they relate to career options.
- Our guidance counselor and some teachers do career exploration. Teachers plan field trips which are educational not related to work study. The high school has a work study program and have some difficulty locating work sites and type of work younger students can do.
- We are now planning to travel to some other districts where work experience has been used for years or where they have recently implemented a 7-12 program.
- At risk students should qualify for work experience programs even though they don't qualify per economic criteria.
- I'm not informed about district procedures and funding for the high school programs. We concentrate on career awareness within all allied arts departments - take some field trips and have Project Business in all our 8th grade business classes.
- We do have a very good 8th grade career education unit and during the two years of junior high. High school students take Technology Education, Agriculture, Home Economics, keyboarding, computers, health and career classes.
- Partnerships with business. Field trips to sites and guest speakers.
- More effort getting younger students into work experience in the job market. Specifically the potential drop out from 12 years of age and up.
- We are working at targeting children-at-risk students for work study programs.
- We have a career survey course in 8th grade. This is as far as I feel it should go. Let's allow our kids a childhood.
- If we would get the US Government to stop spending so damn much money on bombs, guns, star wars, etc. we might be able to educate our youth for societal redeeming employment. Our technology education is promoting the military by inviting them to a technology education awareness day!
- More coordination and evaluation between school and work experience site.
- Work experience as a part of alternative education.
- We need to improve our exploratory offerings by adding an 8th grade subject hopefully communication. Little time is available for junior high students to be involved in a release time work experience program. Nobody student, parent or staff have ever requested this type of program.
- We only have kids working outside of school hours.

Open-Ended Statements from Elementary Principal Survey

2. Which of the following best describes the area served by your school district?

- Rural and small city (2)
- We are adjacent to a city of 18,000 and another of 3000+
- Milwaukee suburb
- Suburb
- Mix of all - 53,000 pop.
- Sub-urban
- Metropolitan usually refers to city plus suburbs
- Metro and rural

5. Has the Education for Employment standard changed your work experience programs?

- Expanded or refined previous program (15)
- Not yet (11)
- Looking to expand (7)
- Don't know (6)
- Has none at K-5 (4)
- Increased awareness and greater number of activities (4)
- Yes at the High School more on the job (2)
- Hired a part time director (2)
- Teachers have added career education strand to curriculum (2)
- Grade 3-6 pupil visits to local businesses; Class presentations to grade 4-6 pupils by UW-Whitewater marketing students; Teacher prepared ideas to incorporate career ideas into our regular curriculum; Junior Achievement programs to grades 5-6 on "Business Basics"
- Coordinates G and I etc.
- LVEC with other districts
- Higher expectations
- Support for expanding work experience program
- Course restructuring
- By specifying a program
- More encouragement is given
- Improving it somewhat
- More K-4 involvement
- Updating info
- Accountability
- JTPA need more-reduce just excused for work unsupervised.
- We are starting a "SAVE" and On the Job Training programs

6. What types of school supervised work experience activities do you have?

- Parents spend a day on the job with 8-10 students explaining the responsibilities of their profession.(2)
- JTPA (2)
- Student aid program (2)
- Service projects; school organized fund raisers
- Safety patrol; serving hot lunch; office assistants
- Student helpers
- Employment agency for middle school children
- Community resource visitations to classrooms and groups

- Job fair, career day or high interest day are held at district schools (up to 100 area professionals Volunteer to share their business experiences), office clerical responsibilities.
- Upper grade tutor/helpers
- EEN operate a school store/concessions
- Career resource talks to students.
- Resource speakers
- Special interest days
- Class activities
- In-class studies
- Janitor, kitchen help
- Developmental guidance
- School store

10. Who coordinates your work experience activities or programs?

- Classroom teachers (29)
- Special Education Coordinator and special education staff (12)
- Reading teacher and guidance counselor (6)
- Vocational instructors (5)
- High School principal (4)
- Club advisors
- Administrative assistant
- Assistant HIGH SCHOOL principal
- Implementor
- Middle school principal
- S.A.P. leaders #102
- School coordinator
- Community group
- Elementary supervisor
- Vice principal and committee of teachers
- P.T.A.
- Don't know
- None in this building
- Depends which department is involved
- Volunteer parents

12. Are you aware of any regulations or laws that hinder your work experience programs?

- Child labor laws (2); insurance regulations.
- I am not sure it is law, but wage requirements eliminate student help with hot lunch and other tasks where students could learn.
- Work experience are hindered by the bus transportation inherent in the 220 program.
- We would let students work the last period of the day if they had study hall and when legislation said study hall was a class this stopped. We are looking at the area for a controlled work experience program.
- School board policy does not allow this, except for EEN students.
- State work permit regulations
- Expanded requirements for graduation
- Students under 12 aren't permitted in the work place.

Please list ways that work experience programs could be improved.

- Curriculum revision that incorporates work experience concepts and opportunities into all areas of the curriculum to include career exploration and awareness. (11)
- We don't have work experience programs in Elementary schools. (4) field trips are becoming expensive.
- Partnerships with business and industry for more elementary age pupils. If we provide more opportunities at that age level they will be aware of the varied skills needed for the work world. (4)
- Staff workshops for incorporating education for employment ideas into the classroom (4). We'd like to be a speciality school offering job related skills taught in lab settings.
- Greater emphasis on the university level. (2)
- More staff subsidy in this area. (2)
- We do provide a job/training site for our High School, Gateway, local JTPA and or needed work experience locations approved by the Superintendent's office. (2)
- District coordinator to integrate components; work experience for at-risk
- School insurance policy often shifts liability to parents which results in their reluctance to allow their son/daughter to participate. DVR and JTPA should help provide additional help in delivering work experience services.
- We could do more simulations - particularly in relation to "economic" type concepts and job productivity.
- We are currently forming a partnership with MATC and are finding there are many ways this partnership can encourage.
- Support from Admin., business and parents. Cooperation between academic and vocational staff. Flexibility in programs and scheduling.
- By involving the parents in a planned job shadowing sequence for all Elementary school children.
- More time, money,
- More students could be exposed at earlier grades to jobs of various professionals, business people, labors, etc. Reoccurring experiences should be planned to insure a more powerful impact of the experiences.
- If we had a full time person in charge would be most helpful.
- Better use of community resources. More time in school day and school year.
- State regulations must be written to protect young people and at the same time not remove work experiences which are appropriate and necessary.
- Develop at-home and in-school work related experiences for K-6 students.
- On the Elementary level it should be coordinated with the social studies curriculum. A separate work experience program would be out of the question in an already crowded Elementary school curriculum
- Just getting started with them for 89-90. Special Education Coordinator is in charge of new programs. Job shadowing has been in place for Business Education at High School for a number of years.

Additional Comments:

- We don't have any work experience for the elementary level. (9)
- Current activities involve career awareness and basic career skills. Difficult at this level to have actual supervised work experience activities. (2)
- The TMR and EMR program of Special Education do have life skill activities that take them into the community
- More coordination.

- Please note that my school is located in a low socio-economic community where many of my students are "at-risk" and therefore, are not afforded many opportunities (other than school) to experience the world of work.
- Our work experiences basically are students taking field trips to the post office, fire department etc., or just discussing various jobs as parts of units of study.
- Children who are lower functioning need opportunities for job related skills as well (EMR, hearing impaired). Much work could be done to bring others into our schools-elderly demonstrating some of their skills, parents demonstrating their occupations - or businesses could invite children out to see them in action in mini fashion. A "research" questionnaire could be devised to create a resource manual for Elementary use of resources in the community.
- Why did I answer all questions when I answered no for #4? We used to have a work experience program, but dropped it five years ago. As the Counselor, I did not have time to set up a program for Standard M.
- Our program is in its first year and still at the formative stage.
- I filled this out as principal mostly referring to High School co-op students being employed at my school as teacher aide assistants. Children in the grades have career education information integrated into curriculum and field trip experiences.
- We need to focus on the young child if we are going to achieve an increased awareness of and commitment to the work experiences available to young adults.
- My answers were done in cooperation of the High School coordinator. I do serve on the advisory committee for vocational education
- I realize work experience is important to all students K-12, but it seems to me it should be stressed more at the Junior and Senior high levels. When I look at all the things that Elementary school is suppose to teach along with stressing the basics, if we add anymore, we are going to have to lengthen the school day and year. We probably should be doing more with work experience but where do we add it and what do we stop teaching when we add it if we don't increase the time. I know there's answers. I'm sorry I only have questions.
- The responses are based on the district not Elementary school. Most in Madison are 9-12, some 6-8.
- We are a K-4 school. Our "career units" are very traditional.
- A work experience student works in our kindergarten classroom.
- We feel awareness is the focus of the K-8 program and work experience the focus of 9-12. We support work experience activities at that level.
- An elementary school teacher on careers all the way through the grades. Much more activity is done at grades 5 and 6.
- All answers are based upon my K-3 grade levels only and don't represent what occurs necessarily at other grade levels.
- This survey has been completed from the perspective of the elementary school. work experience at this level is being conducted as part of the career/vocational development strand of the K-12 Developmental Guidance Model.
- We have an LVEC, Co-op, job shadowing, etc. at the High School level. I answered this survey only for the K-5 program at the Elementary level.
- More opportunities should be made available to students.
- Development of clear guidelines for elementary work experience - What it is and what it is not?
- More time allotted to coordinator.
- We've applied for workers thru the CAP program but receive no answer. We do have community people volunteer to come in and talk to children.
- My 5th graders are 10 year olds and typically don't have outside employment.

Open-Ended Responses from Special Needs Program Staff Survey

2. Which of the following best describes the area served by your school district?
 - Township
 - Combination of rural and small city
5. Has the Education for Employment standard changed your work experience programs?
 - More emphasis on employment needs (2)
 - We are now supervising work experience to a greater degree (2)
 - Not yet (2)
 - Implementing new courses on the subject
 - More resources are available
 - Allowed for credit
 - More teacher involvement
 - Brought JTPA into the credit system
 - Expanded options
 - Working or have a work experience program
 - More formalized
6. What types of school supervised work experience activities do you have?
 - JTPA Entry Employment (6)
8. What problems/concerns have you had with work experience programs in you school district?
 - Students' inability to work at job of interest due to their age and child labor law requirements. (2)
 - Limitations of JTPA eligibility
 - Many small businesses don't want to get involved with high school students.
 - Paperwork and certification from JTPA
 - Student's whose parents are getting some type of welfare which is less if the child works. A.F.D.C.
 - EEN students can't participate
 - State regulations which don't allow 16 and 17 year olds to drive on the job
 - Increased credit requirements create scheduling problems
 - New program
9. What problems/concerns have you had with business/industry when dealing with work experience programs?
 - Lack of district support for programs
 - Inadequate policies of workplace
 - Students' inability to work at job of interest due to their age and child labor law requirements
 - Union concurrence where applicable
 - Student work hours difficult to match with employer work schedule
 - Transportation from town to home after work
 - Some employers don't follow regulations-wage and hours, child labor
 - Teacher to supervise activity
 - Limited hours given to students per week
10. What have been some positive outcomes or benefits from your work experience programs?
 - Enhances and builds self esteem (3)
 - Work ethic

- Improved credit deficiencies
- Builds school to work transition skills
- Provides needed work force which can assist district by filling various part-time positions
- Develops employability skills and attitudes
- Teachers responsibility

11. What unique activities are you currently using within your work experience programs?

- Job shadowing special needs students; Alternative Education Program; Single Age Parent Program (2)
- Use state of the art equipment on the job: enterprise activity-Shoreline Leader Weekly Paper; Teen News-Minority newspaper subsidized pay PIC; Sheraton Hotel food service EEN students.
- Off campus two week training session
- Telephone simulators
- School within a school concept; Team approach; Star Motivation Chart; in school employment
- Have worked and developed needed training within job
- City/WECEP partnership; Create jobs in public sectors for 14-15 year olds; social problems tapes (role play and tape in 12 different social situations)
- Use employers for interview experience
- Work experience is combined with pre-employment skills instruction; Good attendance is required before participation; Bonus reward system for performance
- Combine field trip and career counseling; Coordination with PIC for competency
- Value clarification; Peer counseling; Daily careers classes.
- School owns a bus and transport day workers to and from their job sites.
- Coordination with coop program; coordination with EEN transitions; drop out retrieval; JTPA Entry Employment Experience
- Local district fully funds work experience wage; students work with various teachers correcting assignments.
- Experienced Based Education; JTPA work experience; Coop; Occupational Experience Program School Services
- Career exploration; Brown Bag Lunches
- JTPA - 78%
- Fire Internship
- 3rd through 6th grade field trips
- Two credits for job
- Career Passport
- Enterprise activity; nursing assistant; teen news
- Experimental education precedes work experience

14. Who coordinates your work experience programs?

- a. High School level.
- LVEC (13)
- Special Education teachers or directors (13)
- WECEP/WOW coordinator (7)
- JTPA coordinator (6)
- Vocational Coordinator (5)
- Teacher/advocate (5)
- Job site coordinator (3)
- Principal (2)
- Director of Guidance (without related instruction)
- Director of Columbia Program for three counties and LVEC for co-op program

- Senior high instructors
 - Different staff assigned program areas
 - Coop instructors
 - Each program area coordinator through the administration
- b. Middle school level
- Principal (5)
 - WEC&E coordinator (3)
 - Guidance (3)
 - None (3)
 - Middle school instructors (2)
 - LVEC (2)
 - JTPA coordinator and at risk coordinator
 - Education for employment director
- c. Elementary level
- Elementary Principal (4)
 - None (4)
 - School counselor
 - Education for employment director
 - Teacher
15. When do you operate your work experience program?
- JTPA all year long (2)
 - COOP during school hours of the school year
 - JTPA after school hours during the school year
 - JTPA only during the summer
19. What other kinds of funding sources are used?
- Wisconsin Adolescent Pregnancy Prevention Service
 - Local taxes
 - Board of Education
23. Who is included in the signing of the training agreements?
- CESA coordinator
29. What types of records are kept for students in work experience programs?
- Pre-employment competency work
 - Learning objectives
 - School attendance
 - Chronology of contracts
 - Coordinating reports, training agreements and plans
30. Are you aware of any regulations or laws that hinder your work experience programs?
- Child labor laws (5)
 - Wage laws (4)
 - Welfare regulations-income
 - JTPA E&E eligibility age of 16 instead of 15 or 14
 - Confusing between state and federal laws. Employers don't understand
 - Social Security
 - No driving on job for 16 and 17 year olds.

Please list ways that work experience programs could be improved.

- There should be related instruction required in school as a part of work experience programs. All coordinators should be licensed coordinators. Targeted job tax credit should be expanded to include at-risk youth, not just those who are economically disadvantaged. There should be a requirement that vocational education be required for placement. Students should be placed in the area in which they receive vocational training to the extent possible.
- More paid time for the teacher/coordinator of the work experience program.
- We need to reach more of the at-risk type kids but are very limited by lack of sites and/or transportation.
- Need support to establish work experience for general population (not JTPA-Vocational Education). Image on non-college bound need assessment and include all kids. Better funding sources.
- Allow break on wages by allowing stipends. State sponsored funding for work experience programs.
- Must improve the quality of videos, tapes and films on topics related to finding employment. Must try and provide at low cost to work programs. Working on limited budgets.
- Somehow enable students to work at sites like automotive places or carpentry etc. By waiving the labor laws when in a school supervised situation to allow students to gain experience and expertise in their area of interest-not bounded by age.
- Better funding. Better commitment of jobs from industry-summer slots. More time in each school.
- State DPI promoting an acceptable common format, much like WECEP for those under 16, for youth over 16. Liability concerns hinder the most.
- Video tape by Governor or local state representative encouraging local business leaders to participate in education for employment career explorations, job shadowing, coop, work experience programs. This would be presented at Chamber of Commerce business meeting.
- Focus on what is good for the student and not let the needs of the site dictate. Have same state and federal laws.
- More students than job sites.
- Better define hazardous occupations. More supervision of students and staff. More coordination time better integration of related class and work.
- Child labor laws and increase in graduation requirements.
- More focused on career goals. Training plan required. Inservice site supervisor on job
- Don't lump together co-op and work experience which is part of at-risk programs.
- If we had additional time for cooperation planning with employers to insure improved quality of work experience.
- We are just in the process of starting the job shadowing on the job training part.
- Most employers who we've worked with are very flexible and cooperative however, some are hesitant to release students who are doing poorly in school and need suspensions.
- More local money
- Show and tell sessions at regional and state meetings. Expand TJIC to include non-economically disadvantaged at risk youth; in-service on wages and hours regulations. State awards to exemplary programs. State recommended employment readiness curriculum. State recommended forms.

Additional Comments:

- Good luck. Good project!

- My work program takes place during the summer and work experience is provided at the wildlife sanctuary. Students are not paid, but gain work experience by working on projects set up by the rangers. They help set up and coordinate the work experience. The students earn a 1/2 credit for the work portion. They also earn a 1/2 credit for the class portion.
- One of the major problems is the adult work supervisor has such poor communications skills, they are threatened by the need to evaluate student's job performance (accurately using a check list).
- Being a K-8, our "program" consists of field trips, career exploration, awareness classes, and speakers for kids.
- Stoughton has a very extensive at-risk network in which middle school WECEP only plays a small part.
- I like the thrust you are taking to improve this program. It is needed and will help to strengthen the program.

Open-Ended Responses from Business and Industry Survey (green)

Title of person completing survey:

- Manager; Employee Relation; Human Resource Employment; Personnel; Training; Office; Store and General (26)
- Vice President (10)
- President(6)
- Owner(3)
- Secretary(3)
- Assistant Administrator(2)
- Human Resource Development Specialist(2)
- Treasurer(2)
- Partner(2)
- Supervisor
- Cashier
- Employee Benefits Coordinator
- Human Resources Manager Office and Corporate Staff
- Employment Representative
- Human Resource Representative

3. Type of Business

- Temporary Service (2)
- Cemetery
- Auto Body Repair
- Gray and ductile iron foundry
- Service
- Meat Company
- Aerospace Engineering
- Resort

4. What basic skills do you desire in beginning employees?

- Spelling/English skills (21)
- Shop Math (19)
- Excellent Communications Skills (17)
- Basic reading skills (16)
- Typing (15)
- Reliability and dependability (10)
- Willing to work (9)
- Personal Computer (7)
- Keyboarding skills (6)
- Punctuality (6)
- Basic office skills (6)
- Listening (5)
- Follow instructions and cooperative (4)
- Excellent telephone etiquette (4)
- Good human relations skills (4)
- Excellent work ethic (4)
- Interest, curiosity to grow in skill (3)
- Accounting (3)
- Enthusiasm and input (3)
- Word processing/CRT knowledge (2)
- Courteous/teamwork (2)

- Problem analysis (2)
 - Ability to work independently (2)
 - Neat and clean appearance (2)
 - Cooperative (2)
 - Welding (2)
 - High school graduate (2)
 - Painting (2)
 - Mechanical(2)
 - Business letter writing knowledge
 - Medical terms
 - Bench Experience
 - Accuracy
 - Calculator
 - Electrical
 - Tech/craft experience
 - Flexibility
 - Must be 18 years old
 - Accurate word recognition
 - Stick to it
 - Knowledge of farming
 - Attitude
 - Understanding business concepts
 - Press experience
7. What problems/concerns have you had when dealing with an educational work experience program?
- Shortage of students available at certain times
8. What attitudes should students learn in a school-supervised work experience program?
- Cooperation with fellow employee and supervisor-team work (19)
 - Good work ethic (19)
 - Responsibility (11)
 - Positive enthusiastic work attitude (11)
 - Attendance (8)
 - Service and importance to customer (6)
 - Loyalty to Department and Company(5)
 - Punctuality (4)
 - Punctuality (4)
 - Basic work skills and reliability and dependability (3)
 - Respect for authority (3)
 - Flexibility/adaptability (3)
 - Produce quality product (2)
 - Work habits (2)
 - Do the job right the first time (2)
 - Attentive (2)
 - Discipline (2)
 - Accuracy (2)
 - Honesty (2)
 - Desire to learn
 - Value of hard work
 - What the employee/employer relationship is about
 - Business structure

- Good listening skills
 - Pro work/career
 - Job knowledge
 - Maturity
 - Conscientious
 - Proper dress
 - Economic limitations
 - Improve performance
 - Basic business skills
 - Always think ahead
 - Not always my way
 - Living up to commitments
 - Safety
 - Business comes first
 - Initiative
 - Appreciation for Organizational Structure
 - Professional image
 - How to work themselves
 - Public relations
 - Do more than expected
 - Take orders
 - Ability to question intelligently
 - Give constructive suggestions
 - Should know prior to employment that all work assignments are not always what one enjoys doing, but a sincere desire to do the best you can is most important. Boils down to a good attitude toward all assignments.
10. Will you participate in this program next year? No, why?
- Poor experience in past
 - What Program?
 - To the extent possible
 - With Madison schools
 - Lack of in-house and receiving capabilities and manpower to support program
 - if profitable - cannot continue during hiring freeze or layoffs
 - Business requirements
 - Employment would only be for one day per week. Not enough time to make a living
 - Must be over 18 to work for us
 - Budget
 - Insurance liability
 - Not enough work to really give a student the type of experience program is intended to
11. What types of support do you provide to your local school district?
- VICA Consultants
12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program?
- Being contacted would help
 - We are quite involved
 - Have had 8th graders in and that was tough. Will not bring in any younger
 - Program works well now
 - Technology Education K-12

- Feedback from schools and students as to benefits they see from these work experiences
 - Increase in job areas in which they could be utilized-unlikely in a capital-intensive industry also - minimum age 18 in mill work
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program? Which ones?
- Personal Reviews (7)
 - Attendance
 - DECA
 - Employee files
 - Experience
 - Personnel records
28. In reviewing your insurance policy coverage, are students covered while on-the job? If yes, which ones?
- Workers compensation (9)
 - Same as future employees
 - Work-related injuries only
 - For liability
 - Full coverage
29. Are any regulations/laws hindering you from providing work experience for students? If yes, which ones?
- Age limitations for certain jobs (3)
 - Must be 18 years old
 - Union contracts
 - Under age 16

Please list ways that school-supervised work experiences can be improved.

- Having teachers that teach students how the real world is - they should be required to have work experience.
- Haven't been involved this year - were last year but they were too young.
- We are providing a complete printing plant to the Random Lake High School. They will begin a graphic arts course at the school. Cost to Times is about \$30,000.
- Why the need for pay at all? Give employers specific competencies to develop and rotate more students through site!
- Greater "education for employment" in the classroom.
- Skill levels must be increased. The teachers are doing a good job. The parents and community are not aware of the increased skill level required in business.
- Better candidates; more follow-up by schools.
- Increase the number of students who can get accepted into the program - its a great, worthwhile experience for them!
- We send our employees to classes for a plumbing license. Also there is educational update opportunities offered by UW we participate in.
- Per my conversation with Ms. Hirsch, I am answering this survey-although we do not participate in a program as such. My answers are "ideals" as if we were going to participate.
- We've used students for working, but not recently.
- We have a Co-op Program, so the company. Provides the supervision with feedback to the school.

Open-Ended Responses from Business and Industry Survey (tan)

Title of person completing survey:

- Manager: Assistant; Corporate; District; Employee Relations; Engineering; General; Manufacturing; Material; Office; Operation; Personnel; Plant; Production; Store (48)
- Owner/Partner (20)
- President (13)
- Vice President: Assistant; Senior (13)
- Director: Executive; Human Resources; Inservice; Quality Control (7)
- Supervisor: Credit; Employment; Production (5)
- Assistant: Certified Legal; First; Personnel Services; Ranger (4)
- Coordinator: Center; Clinical Care; Employment; Sales (4)
- Administrator: Personnel (3)
- Clerk: City; Court (3)
- Officer: Chief Executive; Personal Banking; Personnel (3)
- Secretary: Administrative, Personnel (3)
- Controller (2)
- Bookkeeper
- Cashier
- Counselor: Senior Employment
- Employment
- Foreman: Public Works
- Human Resource Representative
- Personnel Analyst
- Project Leader
- Superintendent
- Teller

3. Type of Business

- Municipality Government (2)
- Book Publishing
- Child Care
- Consulting Engineers
- Food Processing
- Government
- Law
- Management of Public Lands
- Service Station

4. What basic skills do you desire in beginning employees?

- Communication (41)
- Typing Skills (39)
- Math (36)
- Good Work Ethics (33)
- Computer Skills/Knowledge (26)
- Punctuality (22)
- Writing (22)
- Follows instructions/directions (20)
- Willingness/desire to learn (19)
- Familiarity with office equipment (18)
- Reading (18)

- Ability to work well with and for others (14)
- Reliability/dependability (13)
- Clerical skills (11)
- Accounting (10)
- Outgoing/pleasant personality (8)
- Professional appearance (8)
- Self-motivating (8)
- Cash handling/cash flow (8)
- Grammar (7)
- Honesty (7)
- Dexterity (7)
- Motivation (6)
- Intelligence (6)
- Proper manners/common courtesy (5)
- Telephone etiquette/answering (5)
- Drafting (5)
- Organized (4)
- Good English (4)
- Listening (4)
- Able to ask questions (3)
- Aggressive (3)
- Public contact (3)
- Quality (3)
- Safety minded (3)
- Accurate (2)
- Availability (2)
- Common sense (2)
- Enthusiasm (2)
- Good penmanship (2)
- Good physical health (2)
- Reading wiring schematics (2)
- Work experience (2)
- Sales skills (2)
- Well written/filled out application (2)
- Basic understanding of child development (2)
- Able to relate to customer needs (2)
- Basic electrical fundamentals (2)
- Be interested in mechanics (2)
- Basic understanding of warehousing operation
- Business Principles
- High School Diploma
- Introduction to automotive systems
- Reading of inspection equipment
- Supervision
- Industrious
- Basic carpentry knowledge
- Patience
- Base knowledge required for job
- Cleanliness
- Quantity
- Painting
- Carpentry
- Yard maintenance

- Building maintenance
 - Decisiveness
 - Experience in operating loaders
 - Able to perform specific job
 - Knowledge of fashion
 - Professionalism
 - Printing and clean-up chores for after school hours
 - Broadcasting production skills
 - Driving
 - Confidentiality
 - Cleaning
 - Discipline
 - Integrity
 - Analytical skills
 - Basic sanitation skills
 - Flexibility
 - Fundamental trade skills
 - Respect for authority
 - Mature judgement
 - Able to work with small groups of children to monitor areas of high conflict
 - Able to fill out forms after explanations
 - Ability to find work
 - Knowledge of our industry
 - Willing to get hands dirty
 - Sincere
 - Open minded
 - Basic understanding of metal working equipment (2)
 - Welding
 - Graphics arts knowledge
 - Personal hygiene
 - Good eye contact
6. What have been some positive outcomes or benefits from participating in a school-supervised work experience program with local schools?
- I get to meet some really terrific kids and their teachers.
 - Have not participated.
 - Kids in DECA have used work experience to compete and excel.
 - Provides us with quality employees.
 - Value of money.
 - Have no students employed.
 - The maturation of the students after working on an adult level.
 - Possible hires.
 - Some students become employees in health care field occasionally return to community.
 - Allow students first hand experience - helps with decision making of career.
 - We need young interested people.
 - Strengthens youth/adult interaction throughout community.
 - Gives student opportunity to grow outside school environment.
7. What problems/concerns have you had when dealing with an educational work experience program?
- Scheduling.
 - Variability of maturity and interest levels.

- Sometimes conflict in school/work hours, but not too often.
- Good experience due to excellent business education teacher.
- Not that we can always hire, but very seldom any applications.
- Ability to match student availability with department needs.
- Outside work load completing surveys like this one.
- Students should work their full school day before reporting to work.
- Poor attitude.
- Depth of disability and how the environment would affect the individual, i.e., fast paced, stress level.
- Business attire.
- Time need for orientation. Wage/hour - some students would like to be here more hours. Sometimes, it would be of mutual benefit to have them here evening hours and longer hours certain days.
- Time spent with school.
- We have not participated in program for last several years due to lack of supervisory time.
- Working with students on basic work habits and what they might encounter on day-to-day work assignments.
- Kids are lazy.
- Activities such as sports have interfered and the student work experience was short lived.
- No students.
- Lack of honesty.
- The work ethic of our students is awful.
- I do this on my own, but talk to counselor at school. Even though I pay all wages, it is with approval of school.
- Safety for those under age 18.
- We have only been involved for a year, but no problems.
- Students begin program and then leave due to lack of time or other school conflicts. This causes problems with scheduling staff.
- Not promoted enough by educators.
- Students available hours not meeting our business needs.
- Specific personnel related issues and the lack of interest on the teachers part to assist our students.

8. What attitudes should students learn in a school-supervised work experience program?

- Team work/getting along with others (48)
- Proper/positive Work Ethics (35)
- Desire for quality (26)
- Punctuality/promptness (25)
- Responsible (20)
- Willing/desire to learn (17)
- Reliability (14)
- Value/importance of hard work (11)
- Job must satisfy consumer, company, and self - not self alone. (10)
- Following instructions/directions (7)
- Respect for fellow workers/employers (6)
- Energetic approaches to work (5)
- Communication (5)
- Professionalism (5)
- Self-esteem (image) (5)
- Motivation (5)

- To give 8 hours of work for 8 hours of pay. There is no easy trip to the top. (4)
- Courteous (4)
- Employee/employer relationship (4)
- Confidentiality (3)
- Goal Oriented (3)
- Proper/appropriate attire (3)
- Understands constructive criticism (3)
- Neatness (3)
- Human relations (3)
- Patience (2)
- Quantity important (2)
- Respecting patients rights and dignity (2)
- Standards of excellence (2)
- Sense of urgency (2)
- Dedication to job(2)
- Loyalty to employer (2)
- Accepting responsibility for actions (2)
- Commitment (2)
- Be happy (2)
- Follow rules and regulations (2)
- Listening (2)
- Developing Skills
- Friendliness
- Sales
- Employer expectations
- How to accept the public
- That some day they will want a recommendation
- Tact
- Able to think
- Application of basic skills (Math, English, etc.)
- Application of technical skills
- Timeliness
- Willingness to do any task
- Honesty
- Decisiveness
- Job requirements
- Problem solving
- Decision making
- Telephone skills
- Business etiquette
- Confidence to strive for success
- Well rounded idea of business
- Independent work
- Meeting/dealing with the public
- Apply themselves
- Filing
- Adaptability
- Interest
- Flexibility
- Ability to understand directions
- Need for higher education
- Think Ahead
- Positive business

- Leave problems at home
 - Integrity
 - What is "really" expected in the work world
 - Self discipline
 - Realistic job expectations
 - Less talking on the job.
 - Don't expect too much too fast.
 - The trials of employment
10. Will you participate in this program next year? No, why?
- Unknown, will depend on our business needs. (5)
 - Company Policy. (2)
 - New automated equipment being installed will lay off full-time people. (2)
 - Do not need additional help at present time.
 - Insurance coverage for minors.
 - Have own resources.
 - If there is a student available.
 - Student apathy.
 - Not sure for the 89-90 year if budget allows.
 - Skill level of jobs are too great for K-12.
 - Dependent on our needs.
 - Probably depending on work flow.
 - If supervisor is available to train.
 - If offer is made by district.
 - Advance training necessary above high school.
 - Full employment status now - we will not exceed 19 employees.
 - School board says "no."
 - Small business - family run.
11. What types of support do you provide to your local school district?
- Scholarships.
 - Many tax dollars.
 - Mini courses.
 - Mock job interviews with students.
 - We are not of a large enough scale to offer these things and/or have not been asked to do the things we can afford.
 - Career orientation.
 - Hire high school workers in fall season.
12. What would increase your willingness to provide work experience opportunities for youth in a K-12 program?
- Willingly do it now. (3)
 - Not really sure on this one.
 - Insurance coverage.
 - Greater choice of dependable students.
 - Better classroom training.
 - Change in Wage and Hour regulations and Child Labor Law.
 - Legislation to lessen liabilities for workers under age of 18.
 - Summertime employment.
 - Management cost cannot be offset by cost subsidy. Must be able to come out with a productive society member.

- More budget allotment.
 - Students who are above average - currently we have students who are below average or dropout potentials.
 - Changes in legislature restrictions.
 - Provide us with students looking for a good full-time job in our field. then set up a training program in school in a vocational setting.
 - The school faculty should be more willing to use community resource.
 - The high school continuing the program.
 - None of these.
 - Time.
 - Guarantee to complete program.
 - More support from educators and more recognition for students.
27. Does your company keep records other than wage and hour for students in a school-supervised work experience program? Which ones?
- Performance Evaluations. (28)
 - Personnel records/file. (11)
 - School evaluation sheets are filled out by employer. (5)
 - Attendance. (3)
 - Disciplinary. (3)
 - Reviews. (3)
 - Reports for the school. (2)
 - Seniority list, Recall list.
 - Results of the individual as to how will they adapt to position and also how they are accepted.
 - Recap of students.
 - Efficiency.
 - Regular employment related files.
 - How they are handling the job.
 - Work study high school prohibits wages.
 - Health.
 - Work routine.
 - Grading.
 - Purchases from the company.
 - EEO identification.
 - Minimal.
 - Orientation records.
28. In reviewing your insurance policy coverage, are students covered while on-the job? If yes, which ones?
- Workers compensation. (23)
 - Same as any other employee is covered. (9)
 - Full/Total coverage. (6)
 - Age must be 18 for using power tools/some equipment. This is a state law. (2)
 - Liability. (2)
 - Unsure of extent. (2)
 - If employed, over age 16.
 - All liabilities if injured.
 - If full time, all benefits. If part time, workman's compensation.
 - Hired on part-time basis.
 - Gray area.

- As any other, except for health and dental for which they are too young.
 - All hazards.
29. Are any regulations/laws hindering you from providing work experience for students? If yes, which ones?
- Under 18 years old cannot operate a machine. (6)
 - Child Labor laws - specifically involvement in interstate commerce.
 - We cannot work 15 year olds as much as they would like because of the late hours (2).
 - Licensing of nursing personnel.
 - Where certificated or license is needed to perform duties.
 - Must be 17 for some work, 18 for others.
 - Must be 18 years old or is an accredited program.
 - Students under 18 must have work permit.
 - Triple liability on accidents when under 18. No machine or driving allowed.
 - New law on benefits owed part time employees.
 - Withdrawal of financial support.
 - Must not have a criminal record of child abuse or violent crime.
 - We limit point contact for Teri Harvey's students related to the health requirements and because it is only a four-week experience.
 - Age - supervision.

Please list ways that school-supervised work experiences can be improved.

- Safety instruction.
- Guest speakers from the employees business.
- West Bend has a "super" lady that heads up the co-op program. Our company has no complaints.
- Do projects for school relate from our business. Help tie-in school/business. Report to employer what you learn in school and how you use it on-the-job. Increased communication.
- They learn alot on-the-job and in classes by Tom Stepp, D.E. teacher.
- I am on advisory committee to help develop the outline/guide lines used.
- Give different hours throughout the day.
- Very comfortable with program.
- I gave a student a grade less than what she expected and following that she almost quit. This, I have a problem with.
- The new adviser at the school never had any students or many available this year. I feel this did not help the students at all and the work they had was only at the school.
- Offers job training for low income students.
- I always say they do not know when or how to apply, i.e., time and appearance (not with their friends tagging along).
- Prepare students to be company oriented and not just look at financial return. The company is in business to make money!
- Excellent program for interested students - not ones who do it to get out of class. We have enjoyed it and plan to continue.
- My main problem is the student has to leave the program before the agreed upon date. In some situations, it helps to know more personally about the employees to compensate for weakness and dwell on strengths.
- More information available to all students concerning work experience program.
- Spend more time motivating students while in the classroom. Teach the differences between small business and government jobs - who pays?
- More involvement of facility with objectives and planning prior to student starting work.

- Improve student's written and oral communication skills. Emphasis on good work habits and ethics in classroom instruction.
- Continue business office education co-op.
- Not having businesses using students to offer any wage they want to offer - should be a standard wage for all students.
- Clearer statement of our responsibilities. Identification of objectives for students.
- Would consider hiring if "degreed."
- We deal with two work related programs. The DECA program is excellent. The business co-op students do not have 20-24 above which I find are excellent features of a student work program.
- Fewer requirements on employer for number of hours and attendance restrictions.
- We are very happy the way things are handled.
- Have student better prepared with basic skills that they should learn in K through 8 grades.
- Evaluation of our business by the schools. Set up vocational training of students while in high school along with on the job.
- I do not think it is the school's problem. Once the student is hired, it is my problem.
- Currently working with office and have worked with building trades (very pleased). Not handy with efforts to work with auto mechanics. Teachers have a very narrow orientation to mechanics (auto only).
- I believe that if the program were promulgated more there might be more participants. The program was considered for dropping because of lack of participation. However, that has been resolved and it will go forward.
- We have only had two students from the special education program to help them develop positive self-image and work experience. They were paid and were basically good workers, short time however - baseball interfered.
- That school boards see fit to support these programs.
- Give student the opportunity to change his or her work program during course of year to a different occupation - for comparison.
- Have had one student through the school program. Do not know if program is still offered.
- Keep students computer literate. Math skills need reinforcement. Human psychology - how to relate with others.
- Students should realize that school always comes first.
- If we have an opening, we use high school people.
- DeForest High School already does an excellent job. Our local school district is uninterested. We believe that it is the students that lose.
- I have found it to be a positive experience for everyone.
- Set requirements for student to stay on job by week-month. Have fixed requirements and competition for each job.
- New suggestions for types of jobs.
- We prepare the training plan.
- We have an excellent working relationship with area high schools whenever we hire Co-op students. At one time, we had over 30 students.
- Student potential - students who are interested in finance. Our student jobs are entry-level and rather menial.
- Currently, the students participating are potential dropouts. Would like to see the program expand to include more students.
- We do not have an on-the-job training program for high school students due to union and insurance restrictions. We do employ high school graduates during the summer if they are going on to college.
- Stress the importance of professionalism, accuracy, conduct and importance of attendance.

Appendix F

Data Graphics

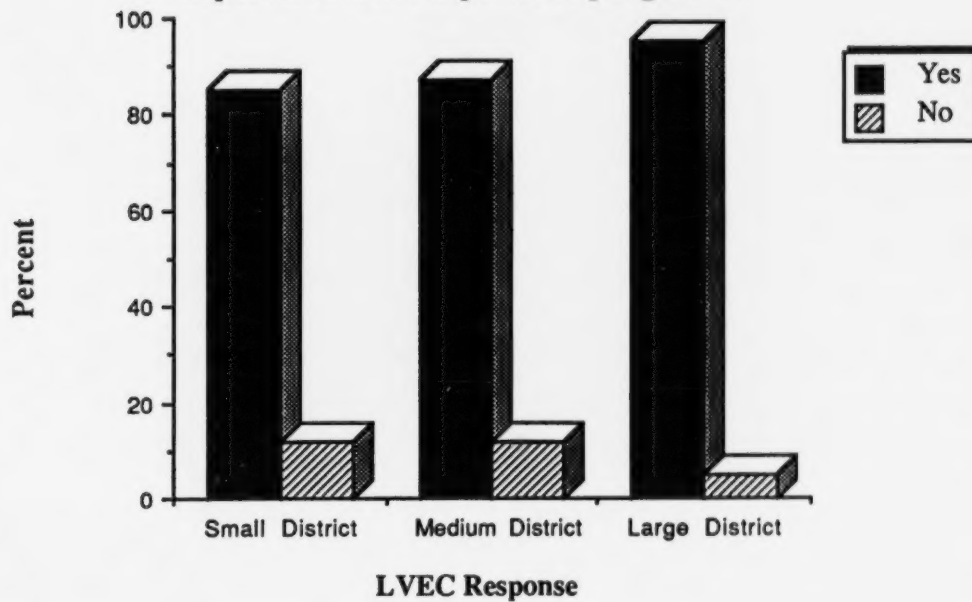
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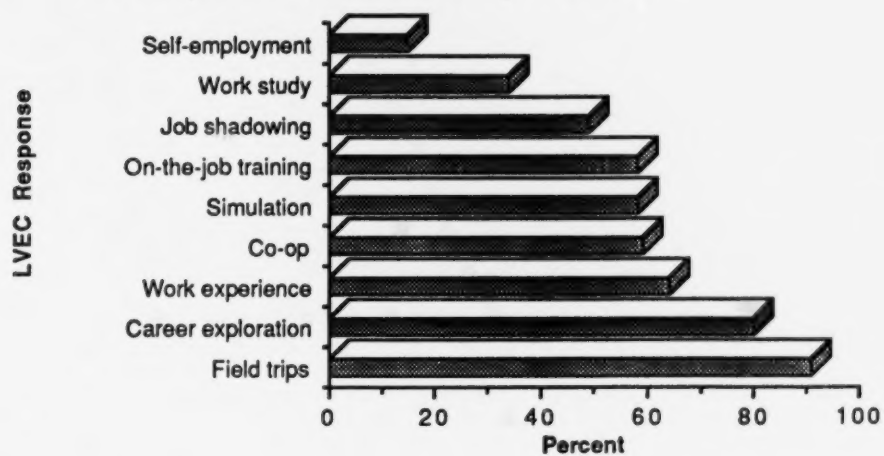
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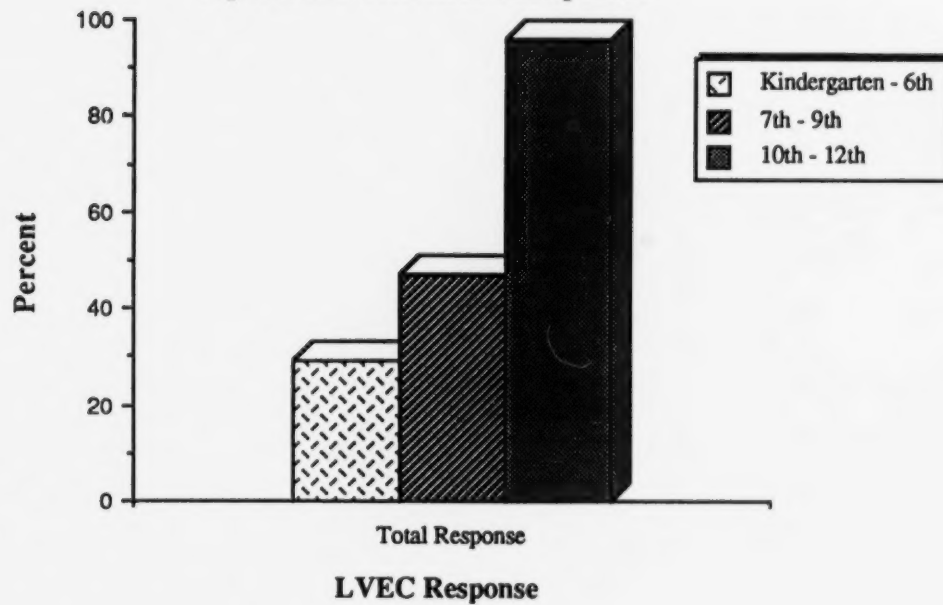
Do your school district policies support school-supervised work experience programs?



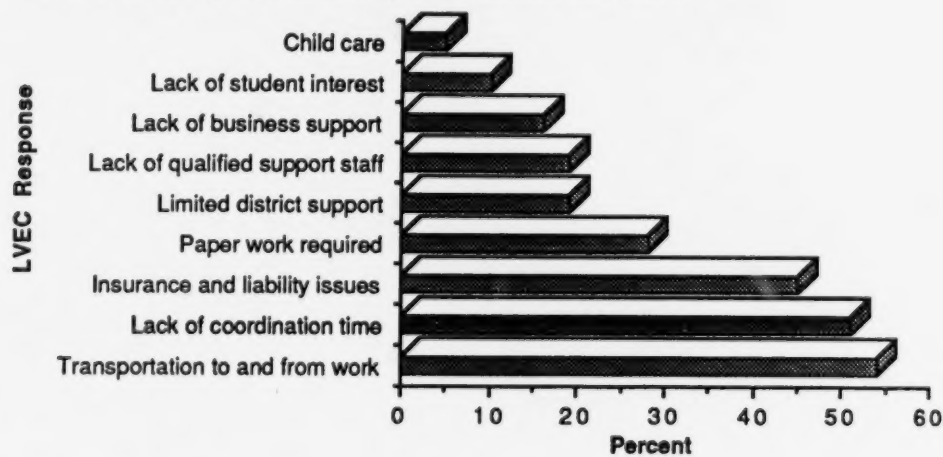
What types of school-supervised work experience activities do you have?



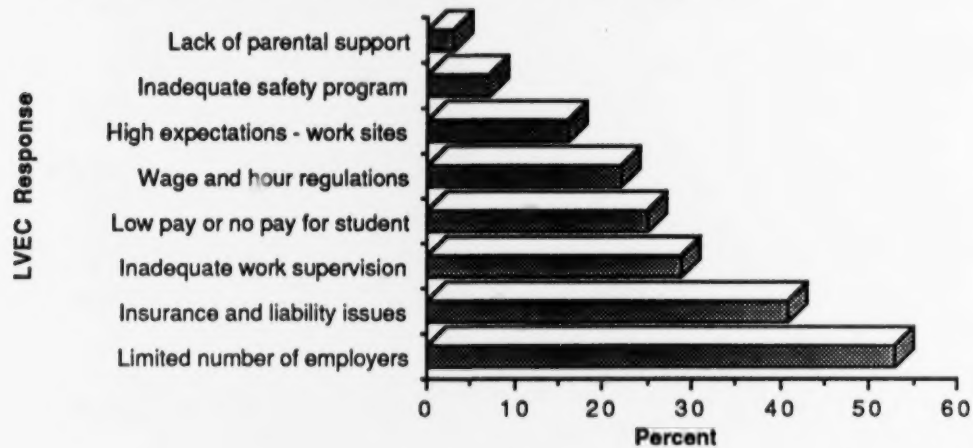
At what grade levels do work experience activities take place?



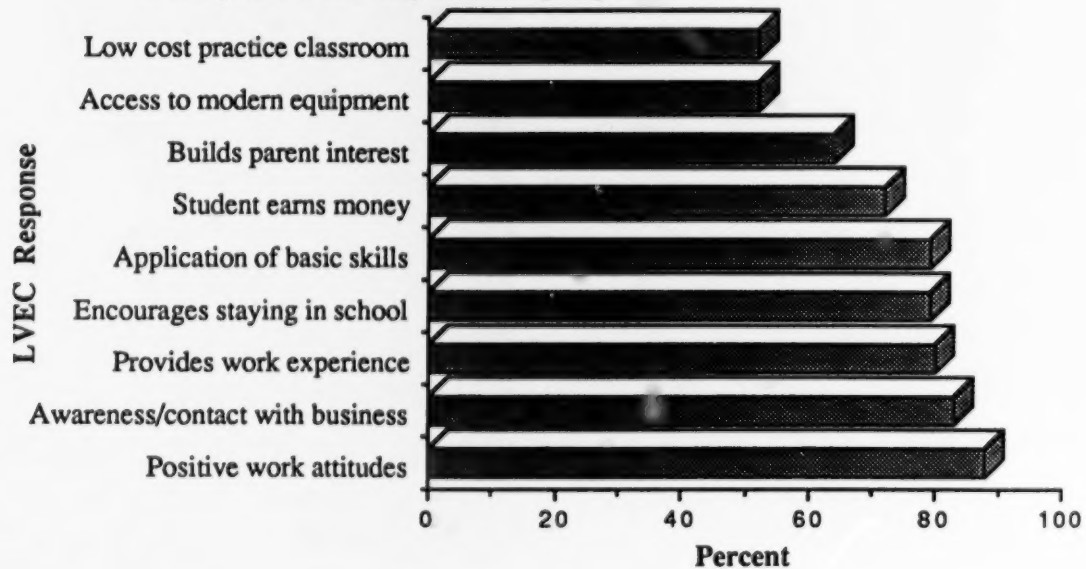
What problems/concerns have you had with work experience programs in your school district?



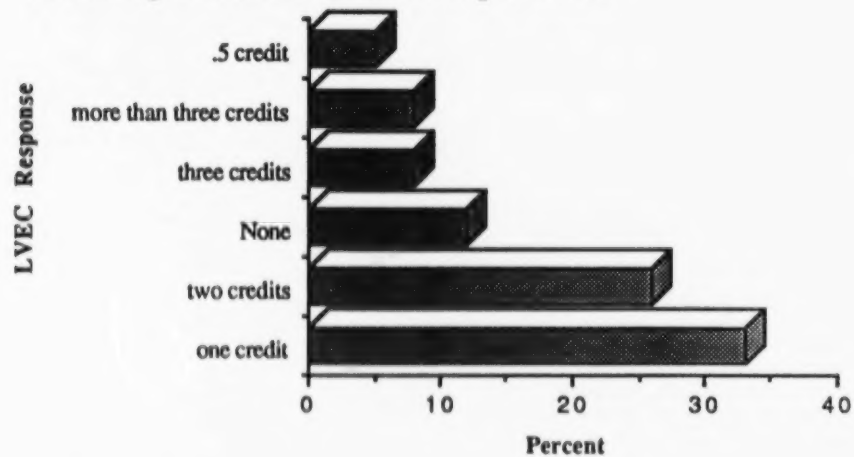
What problems or concerns have you had with business and industry when dealing with work experience programs?



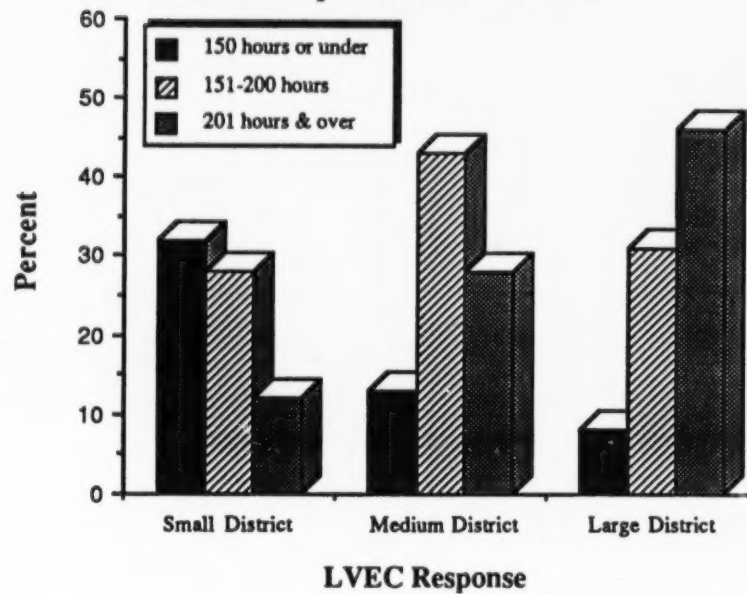
What have been the positive outcomes or benefits from your work experience program?



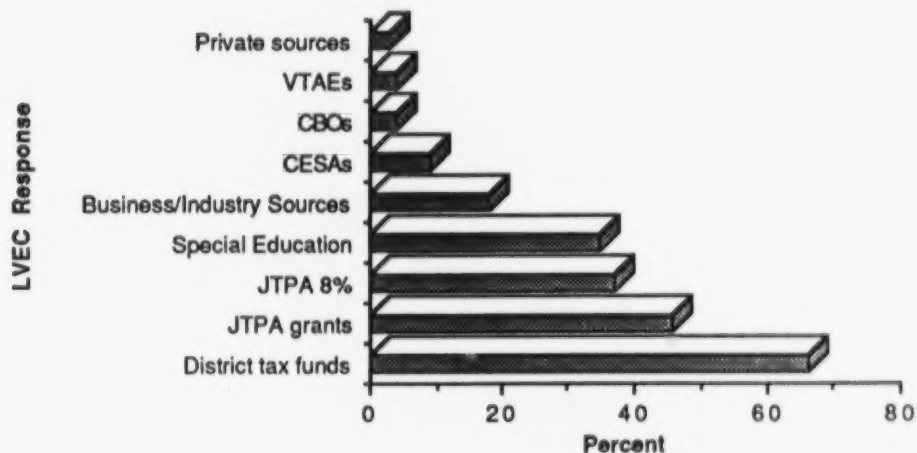
What is the maximum amount of credit earned toward graduation for work experience?



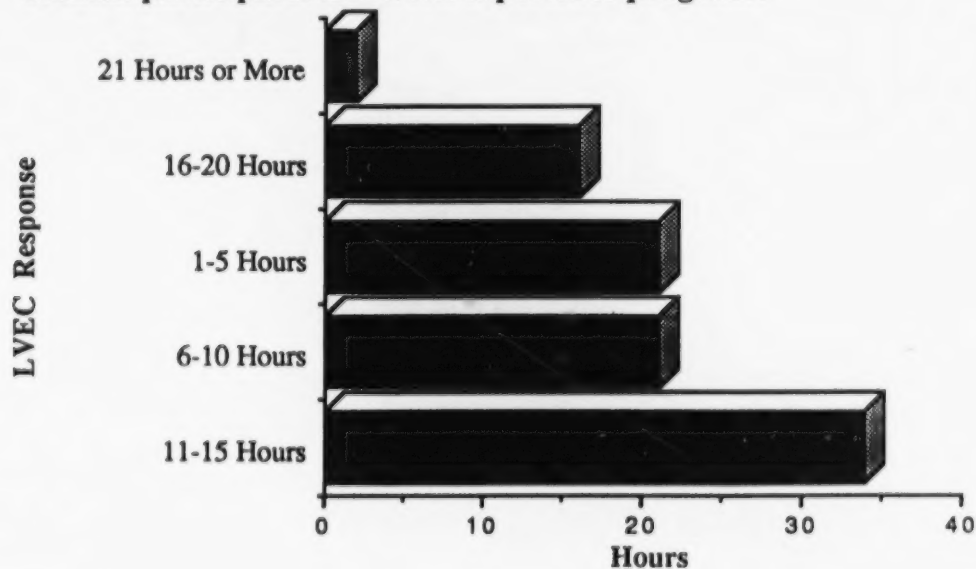
How many hours of work experience are needed per awarded credit?



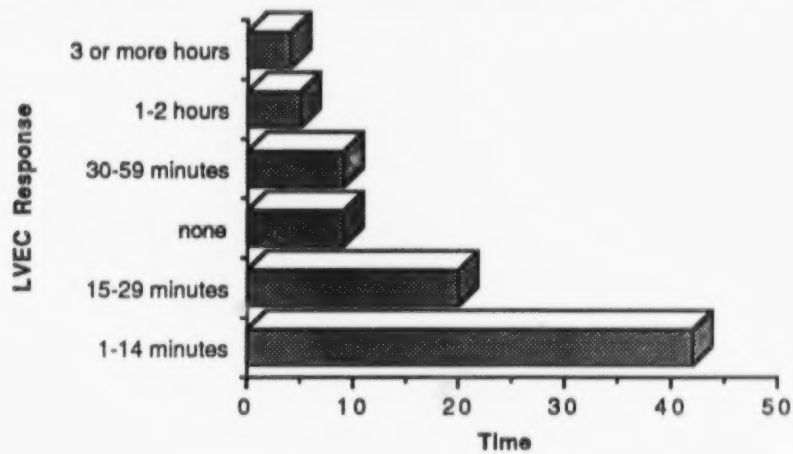
What kinds of funding are used?



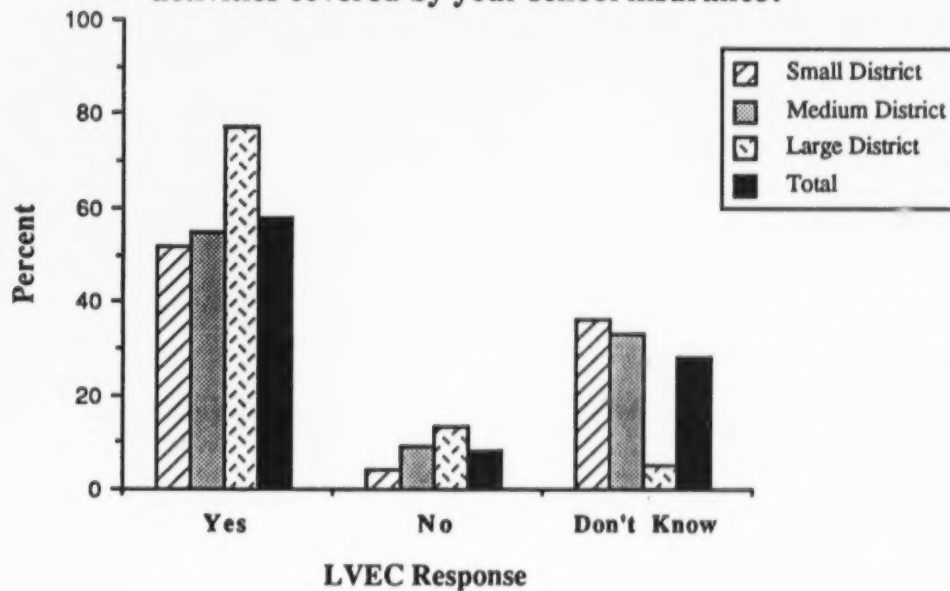
What is the average number of hours per week a student participates in a work experience program?

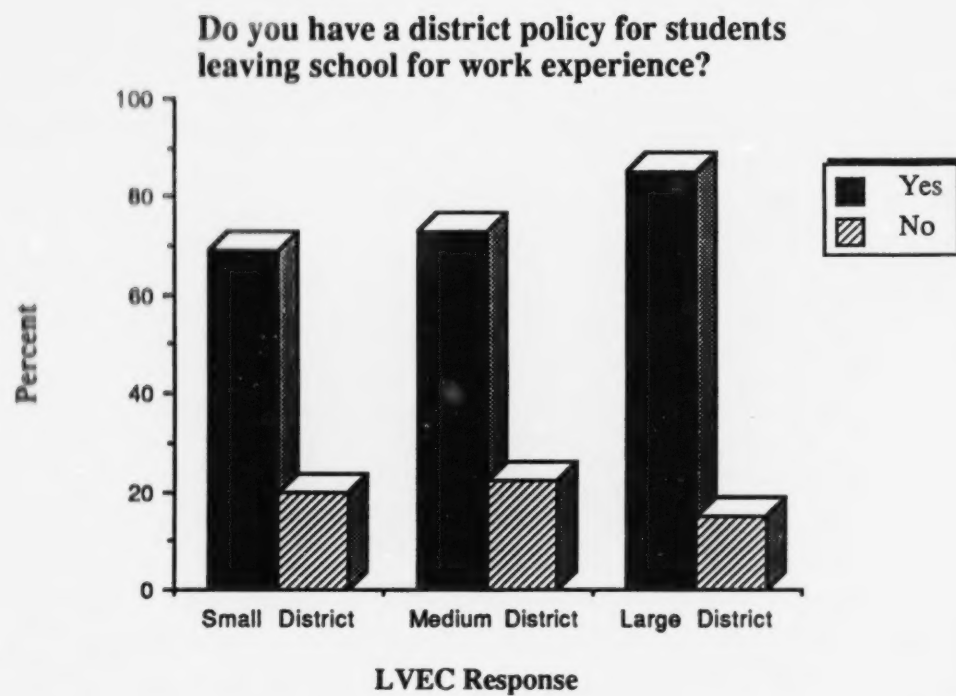


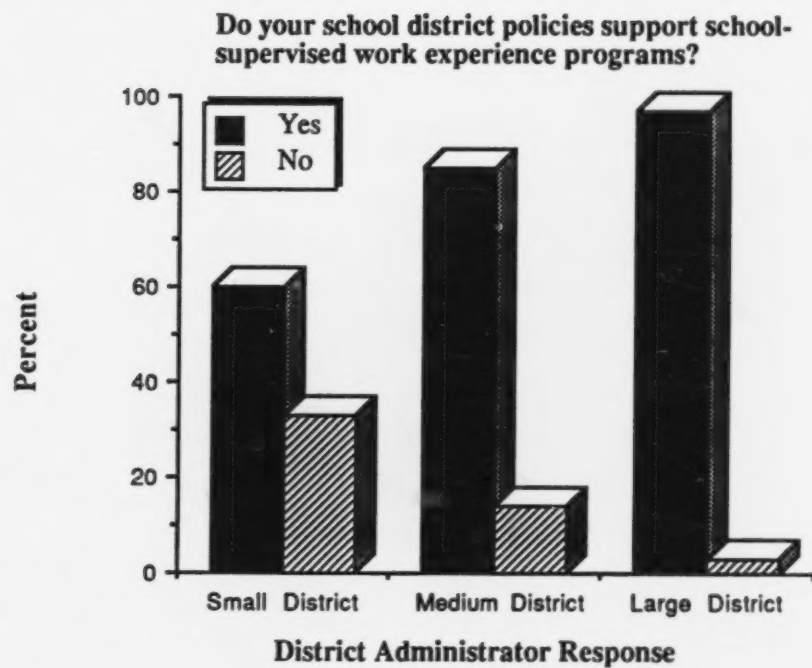
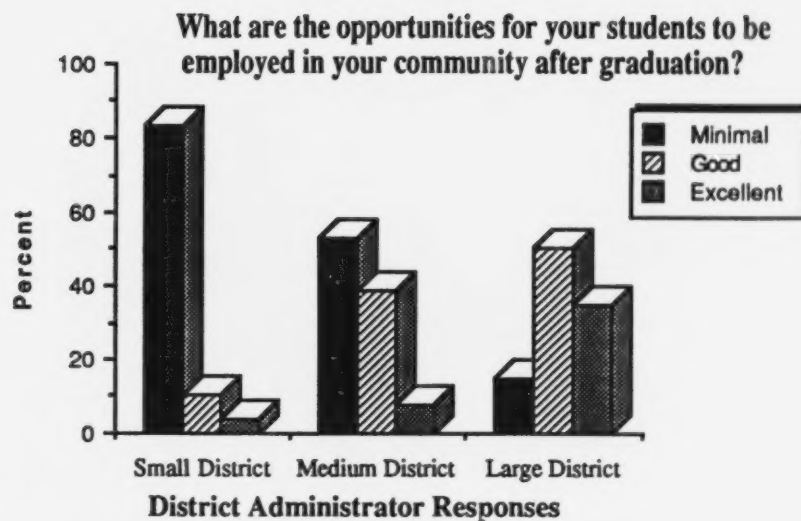
How much time per week is spent at work site by coordinators?



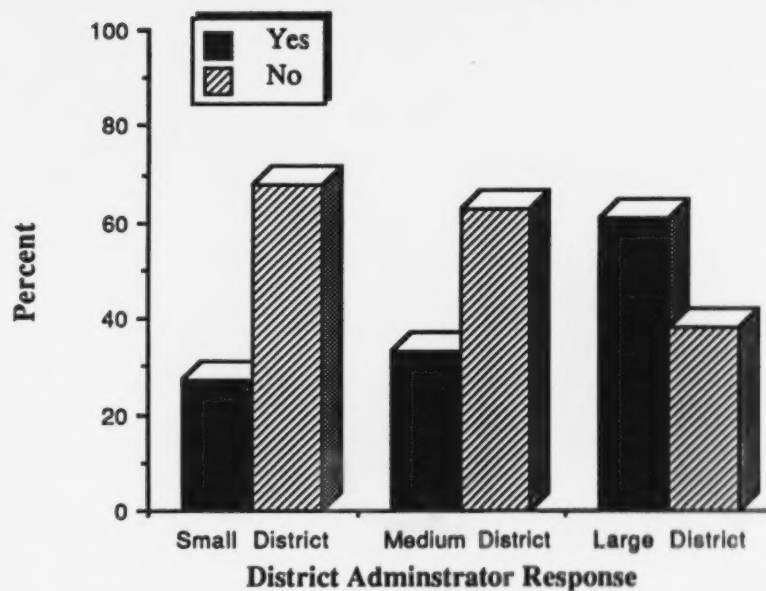
Are in-school and out-of-school work experience activities covered by your school insurance?



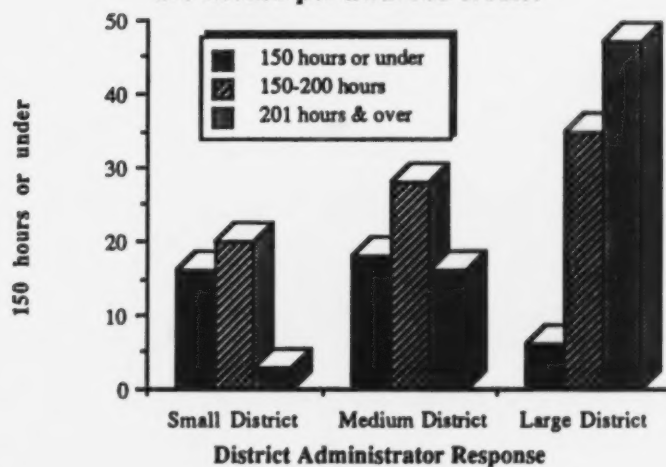




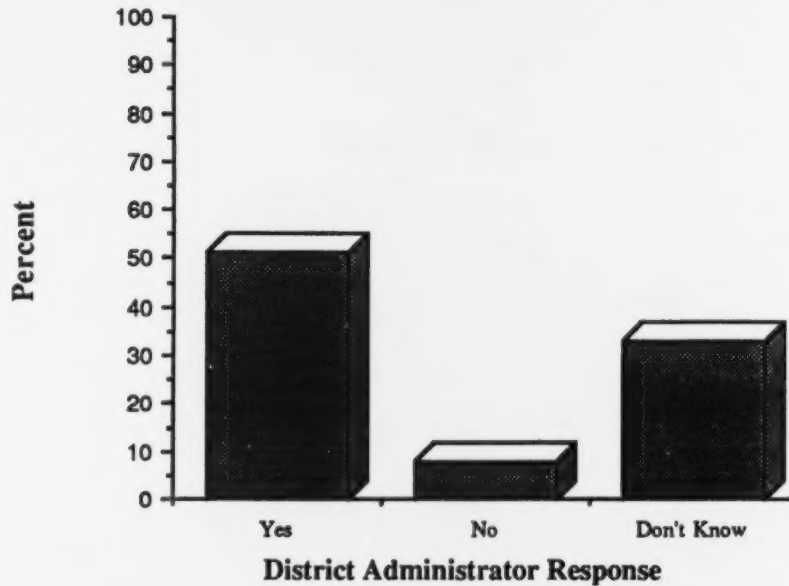
Do you have a district policy for students leaving school for work experience?



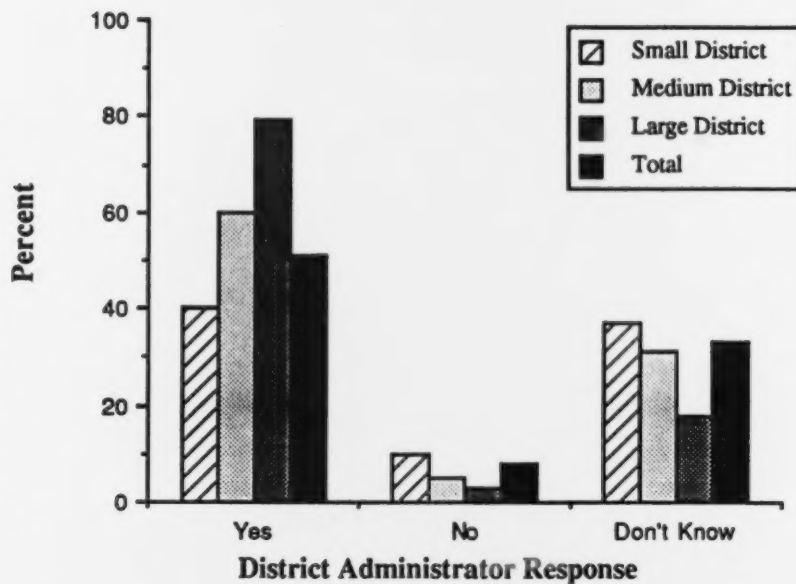
How many hours of work experience are needed per awarded credit?



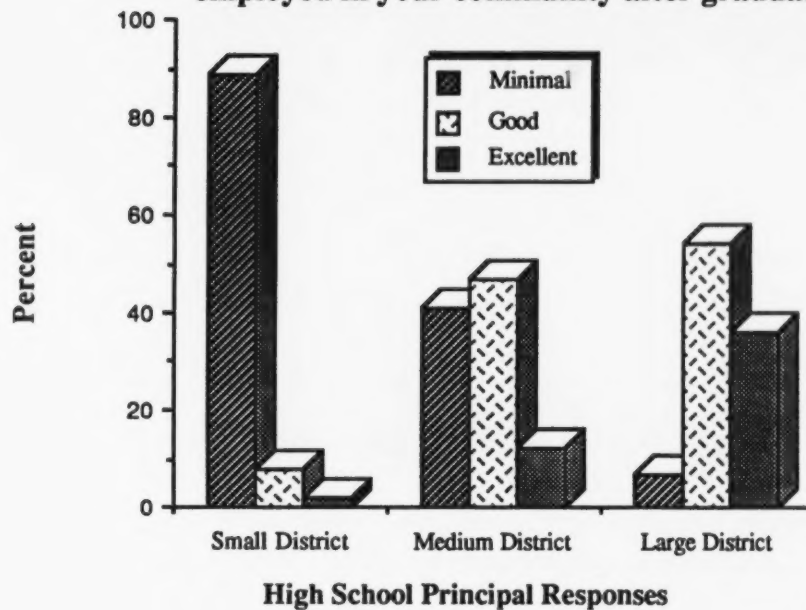
Are in-school and out-of-school work experience activities covered by your school insurance?



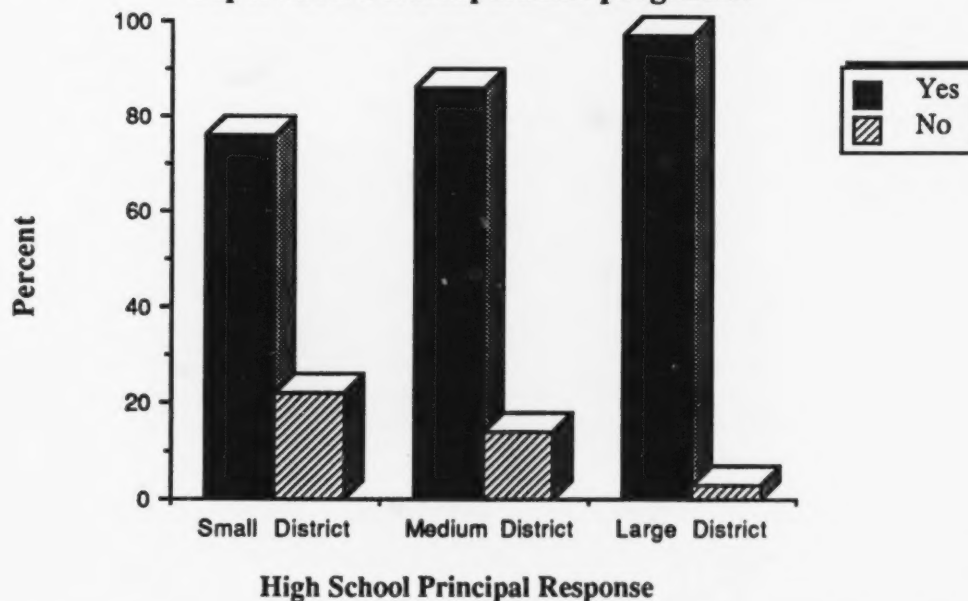
Are in-school and out-of-school work experience activities covered by your school insurance?



What are the opportunities for your students to be employed in your community after graduation?



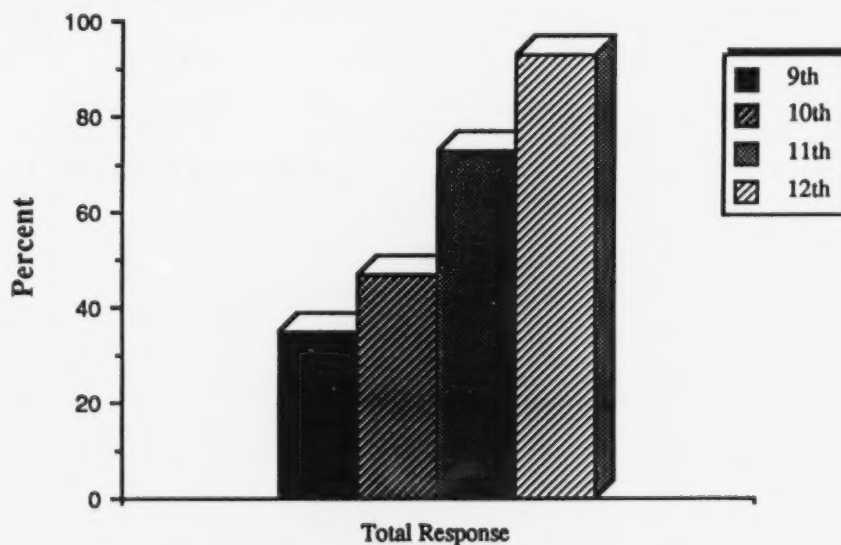
Do your school district policies support school-supervised work experience programs?



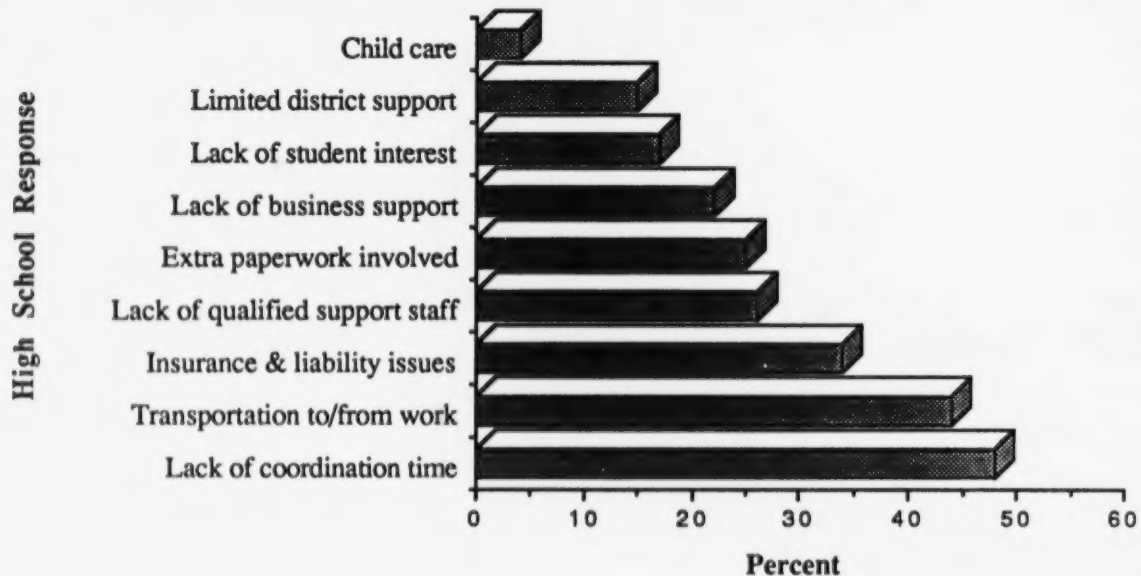
What types of school-supervised work experience activities do you have?



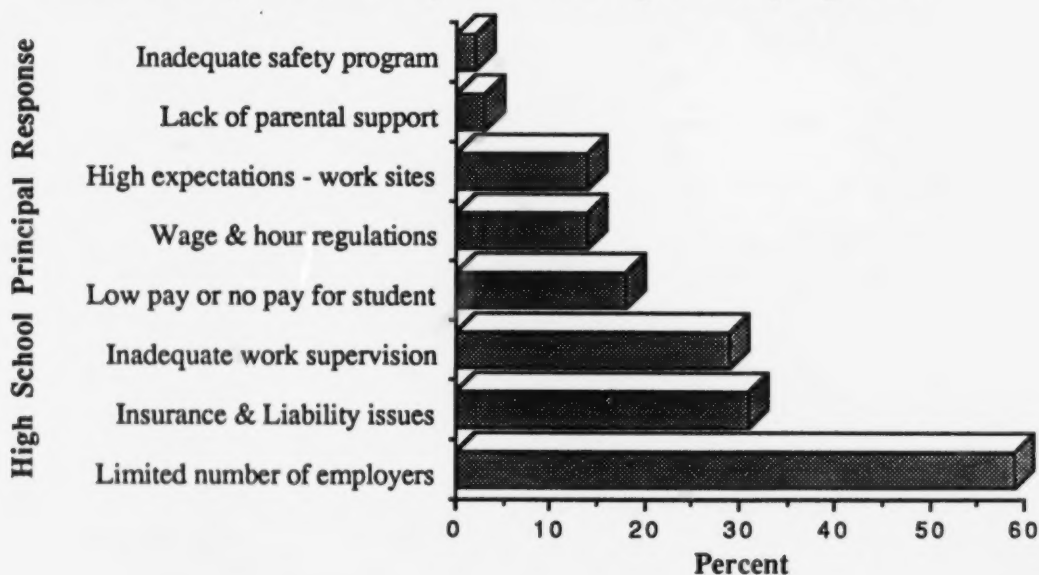
At what grade levels do work experience activities take place?



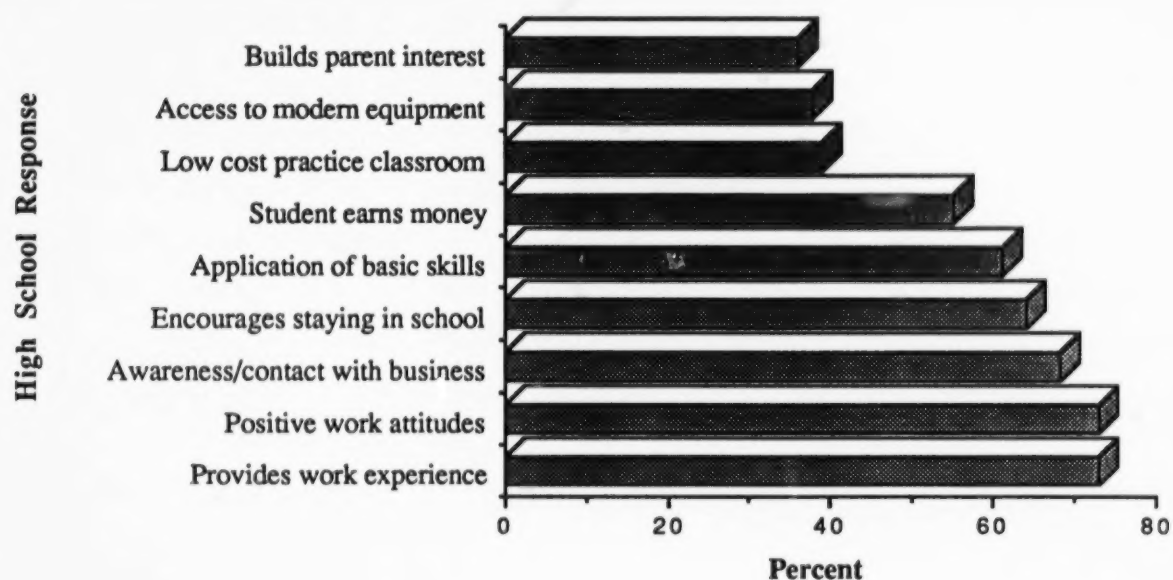
What problems or concerns have you had with work experience programs in your school district?



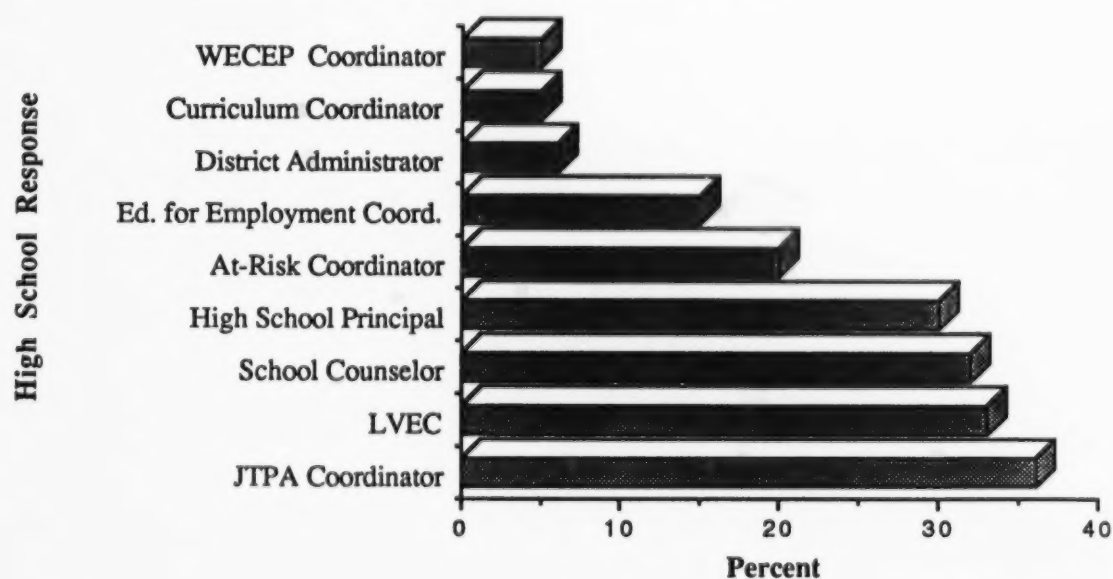
What problems or concerns have you had with business and industry when dealing with work experience programs?



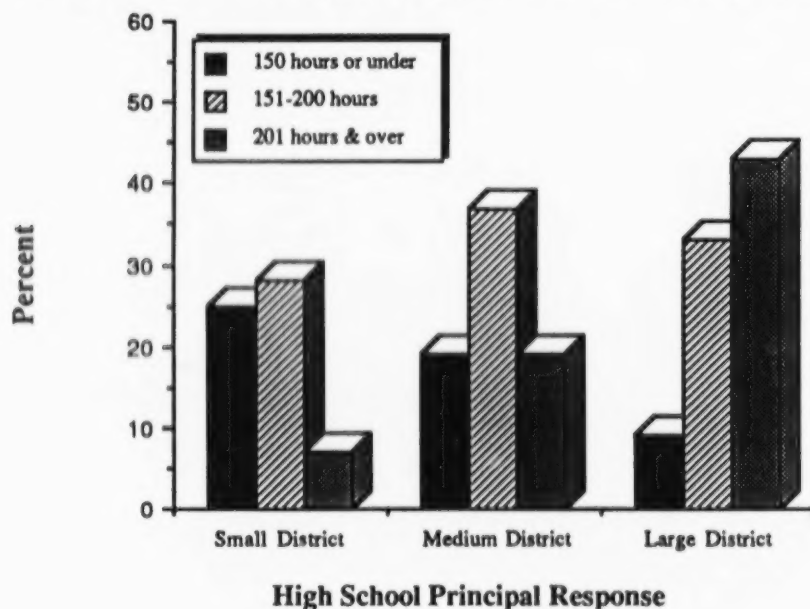
What have been positive outcomes or benefits from your work experience programs?



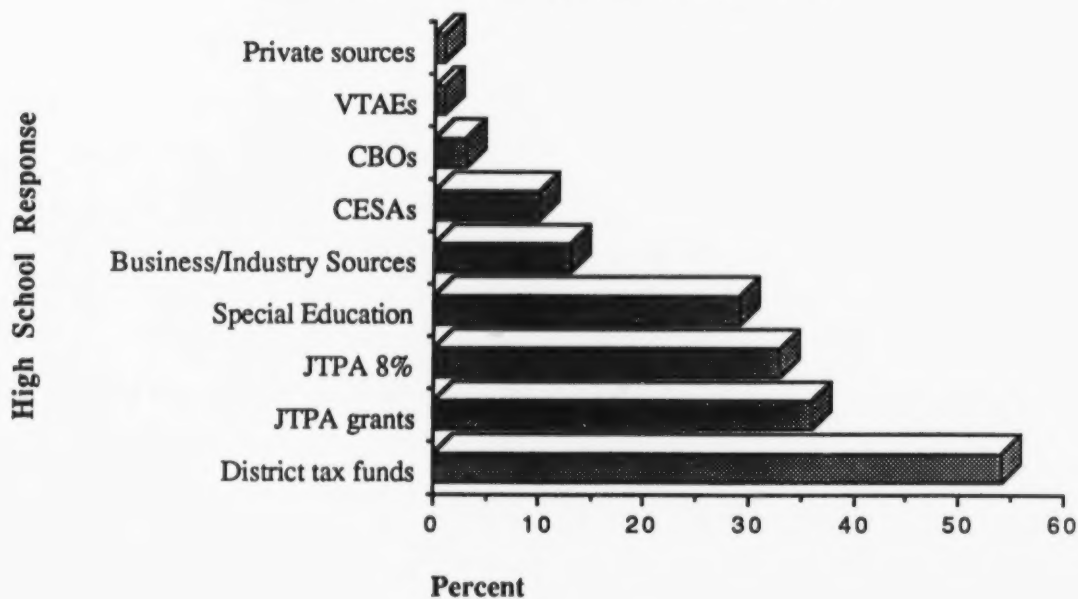
Who coordinates your work experience programs?



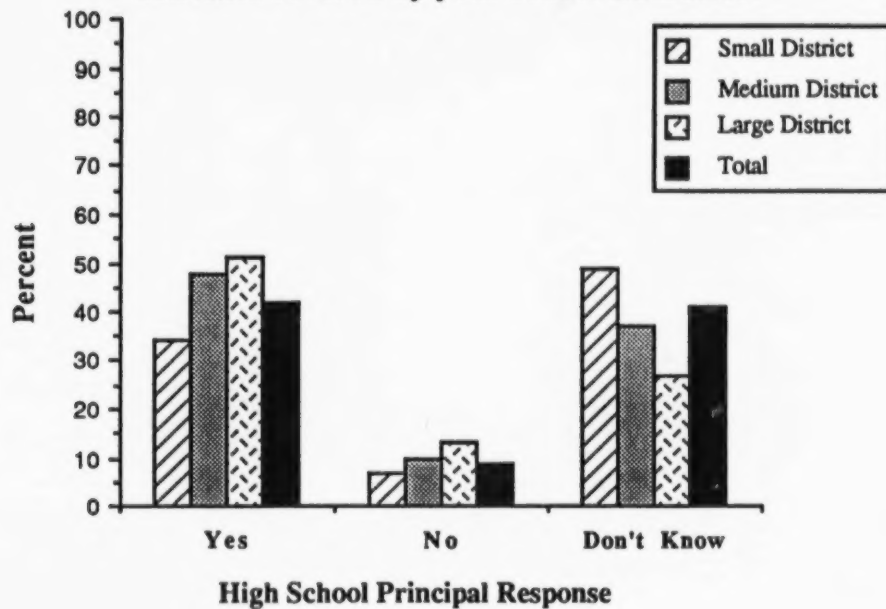
How many hours of work experience are needed per awarded credit?



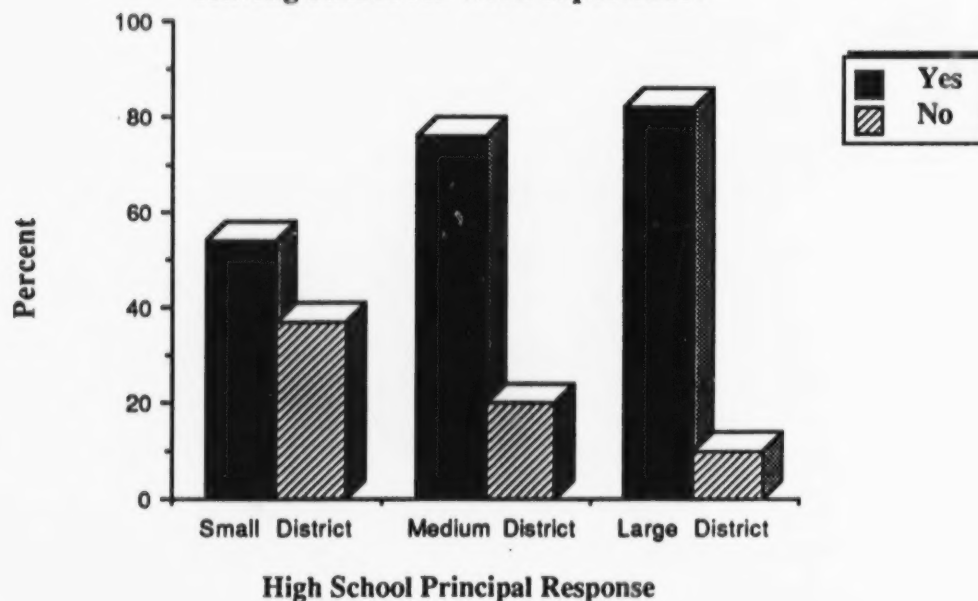
What kinds of funding sources are used?



Are in-school and out-of school work experience activities covered by your school insurance?

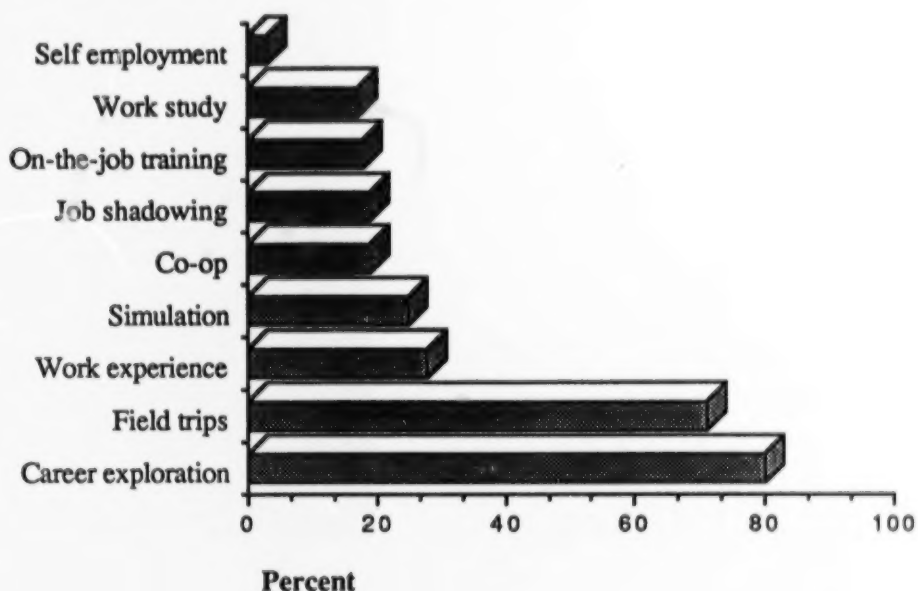


Do you have a district policy for students leaving school for work experience?

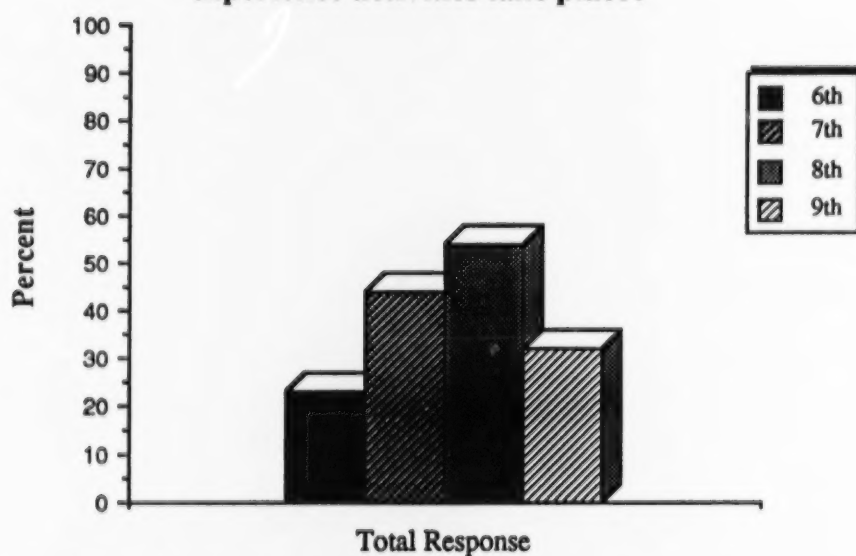


What types of school-supervised work experience do you have?

Middle School Principal Response

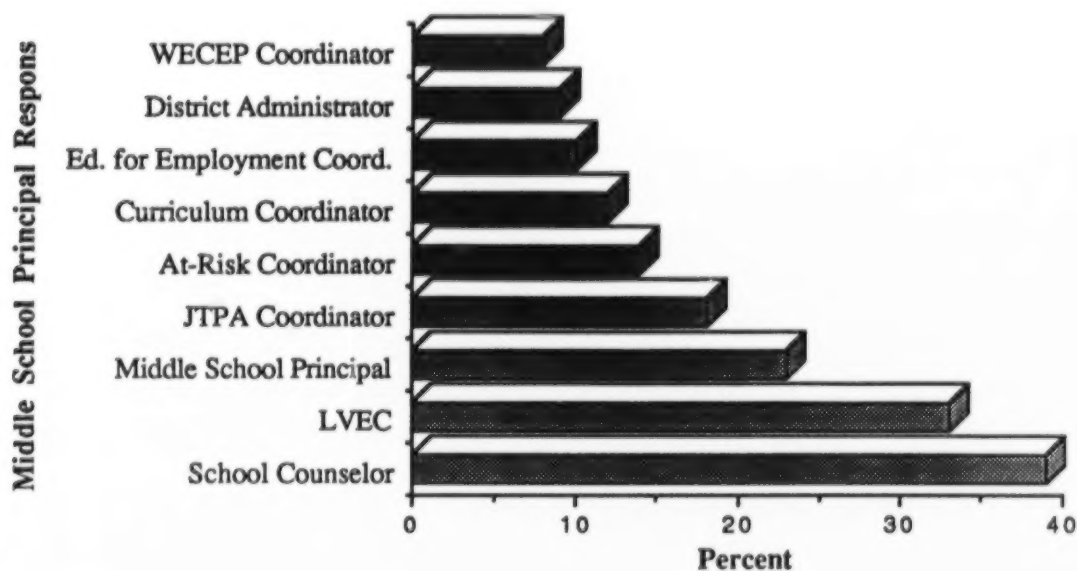


At what grade levels do work experience activities take place?

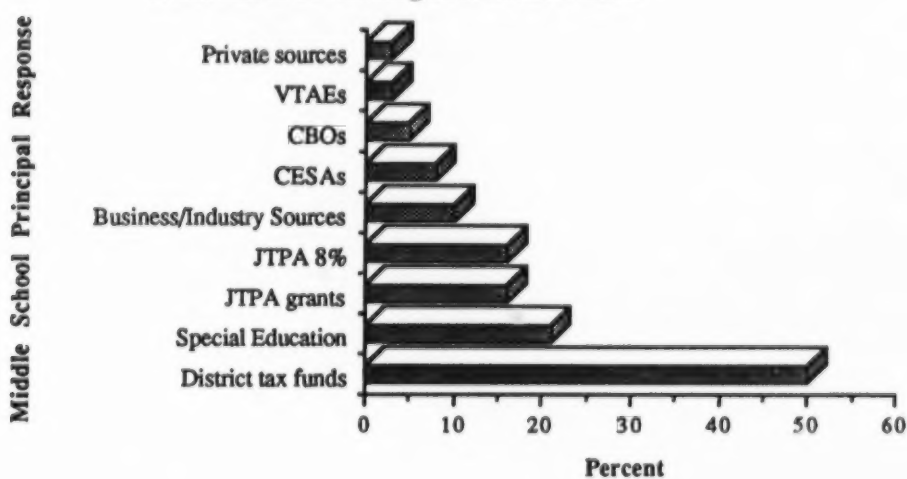


Middle School and Jr. High School Principal Response

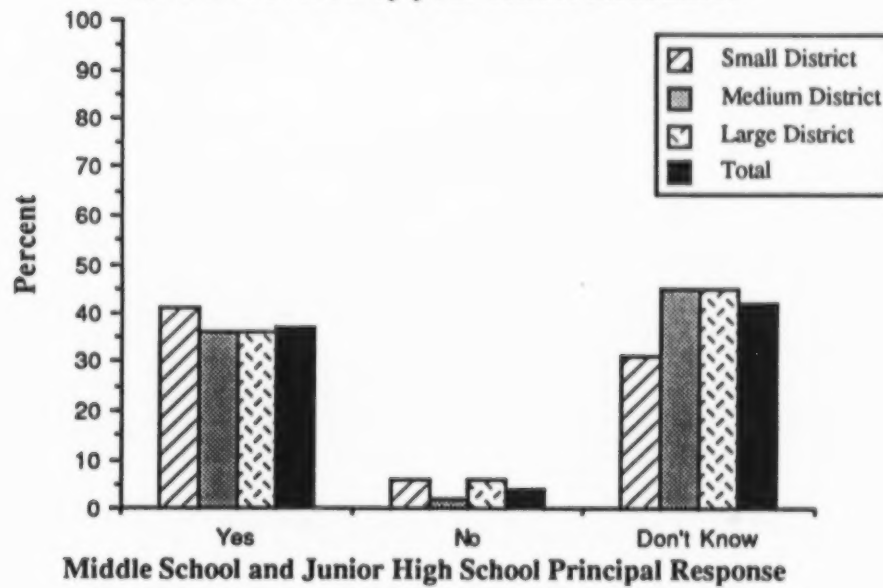
Who coordinates your work experience activities or programs?



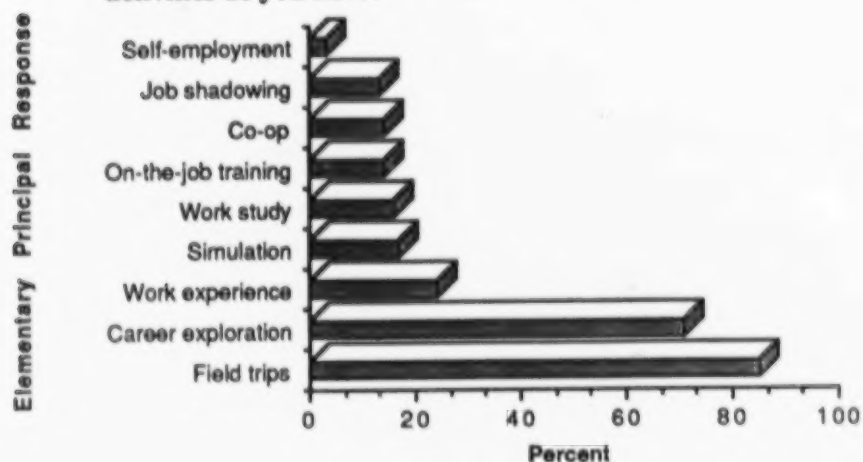
What kinds of funding sources are used?



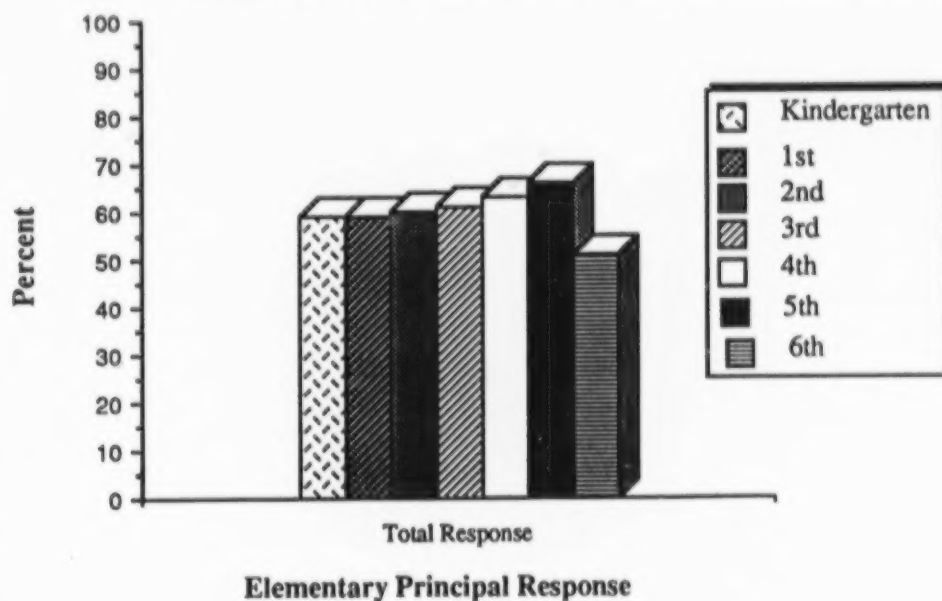
Are in-school and out-of-school work experience activities covered by your school insurance?



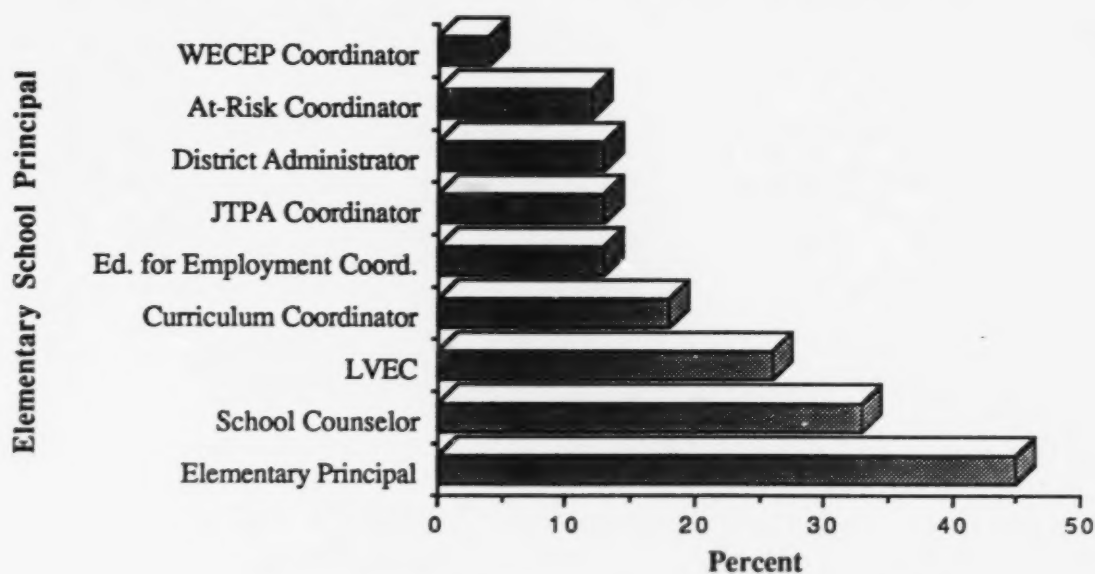
What types of school supervised work experience activities do you have?



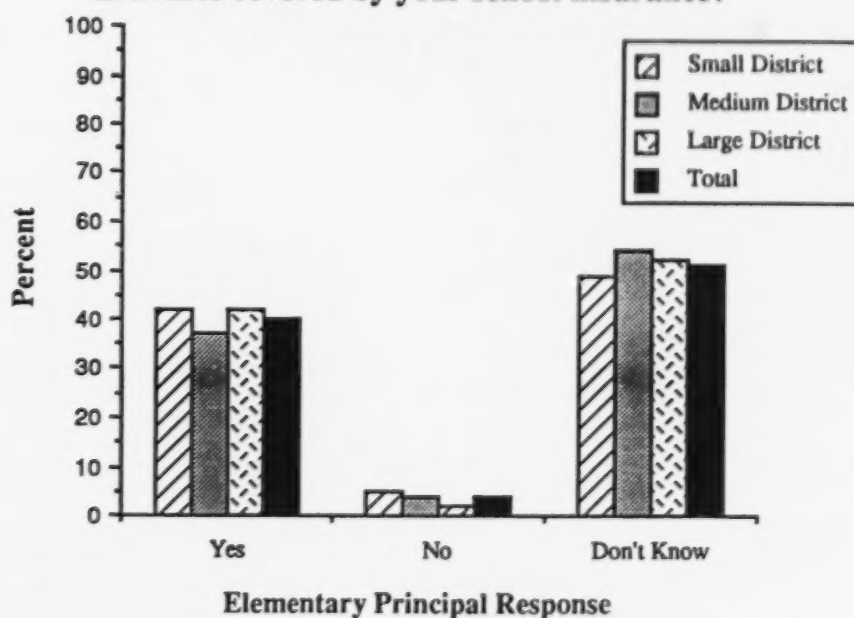
At what grade levels do work experience activities take place?



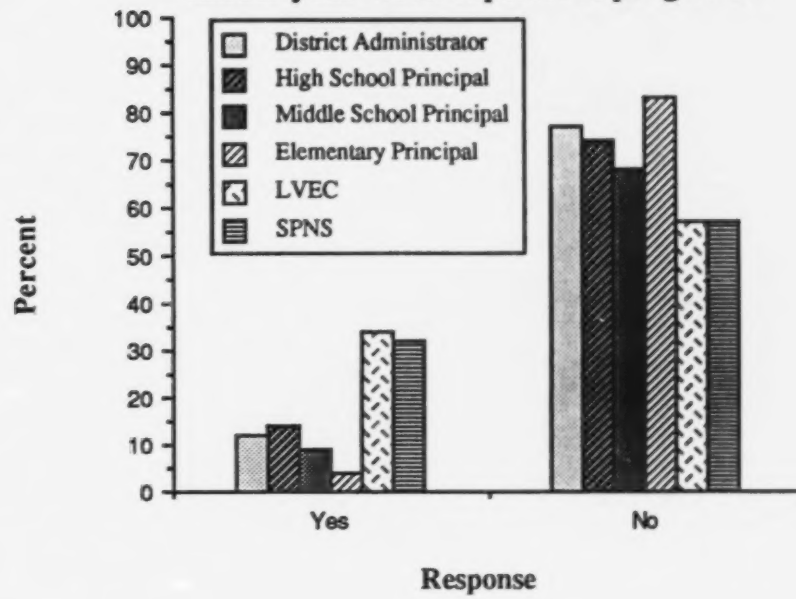
Who coordinates your work experience activities or programs?



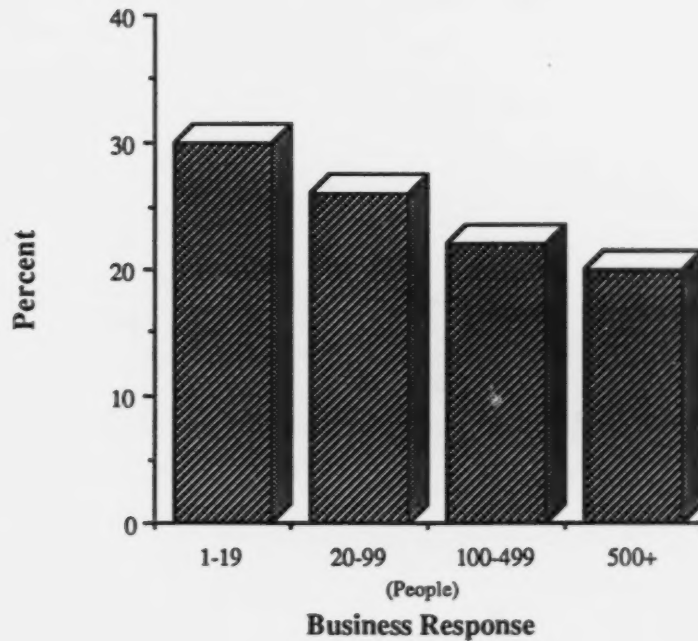
Are in-school and out-of-school work experience activities covered by your school insurance?



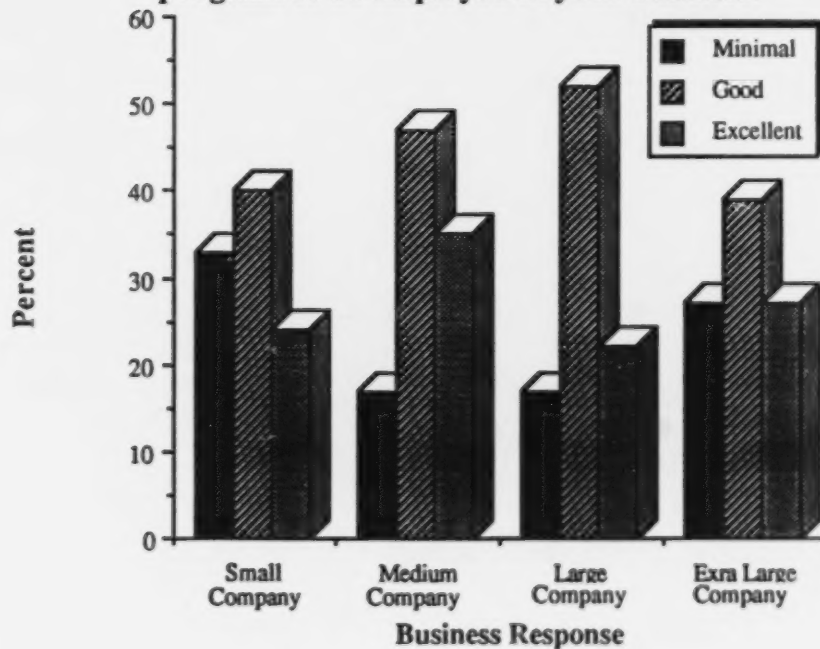
Are you aware of any regulations or laws that hinder your work experience program?



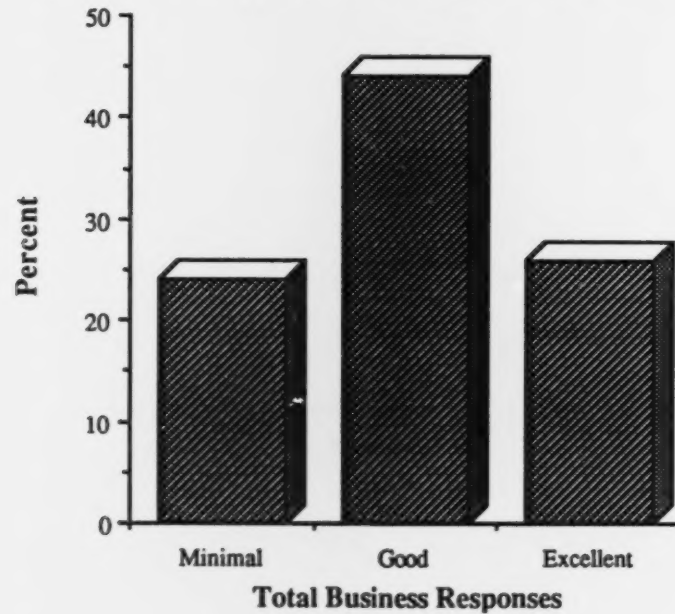
Number of people employed full-time



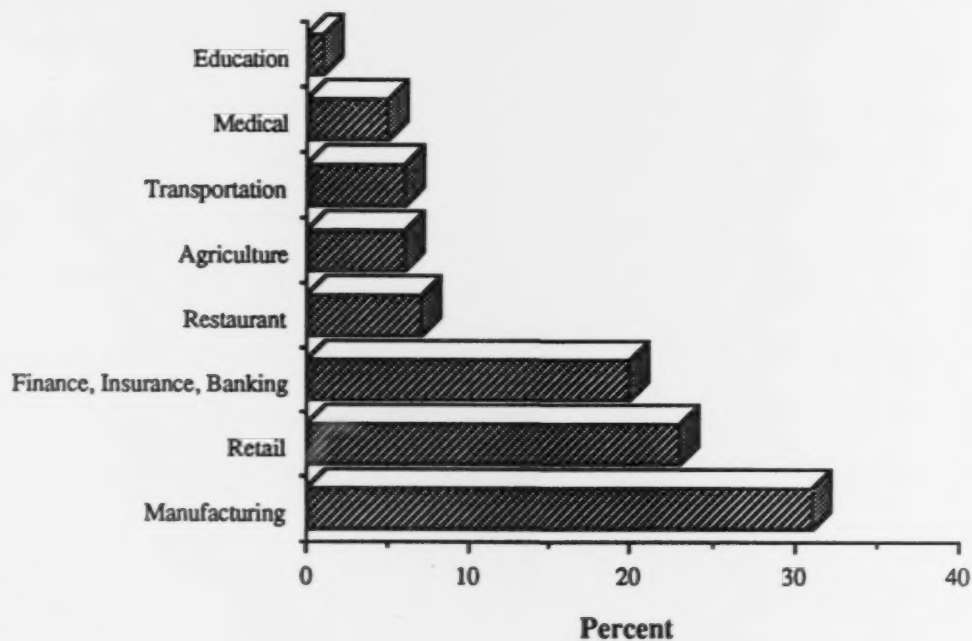
What are the opportunities for students who have completed a school-supervised work experience program to be employed in your business?



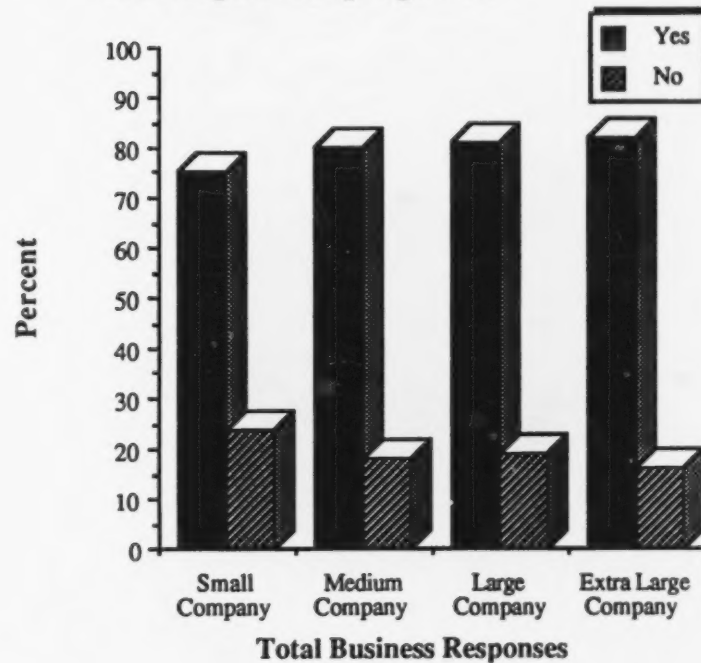
What are the opportunities for students who have completed a school-supervised work experience program to be employed in your business?



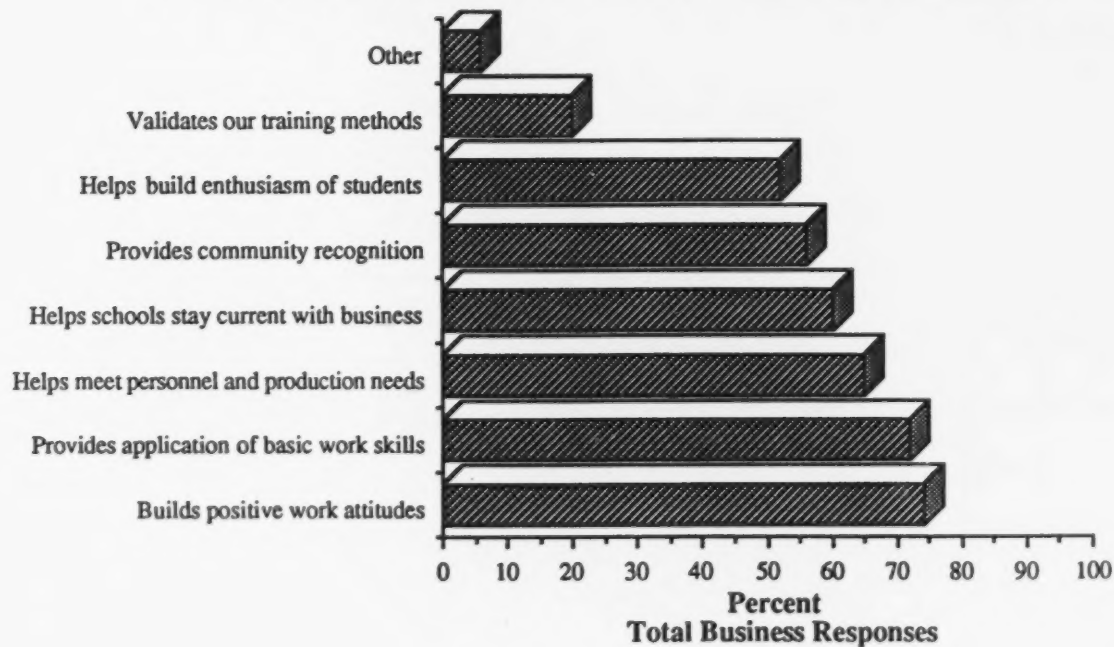
Types of Business and Industry Responding to Survey



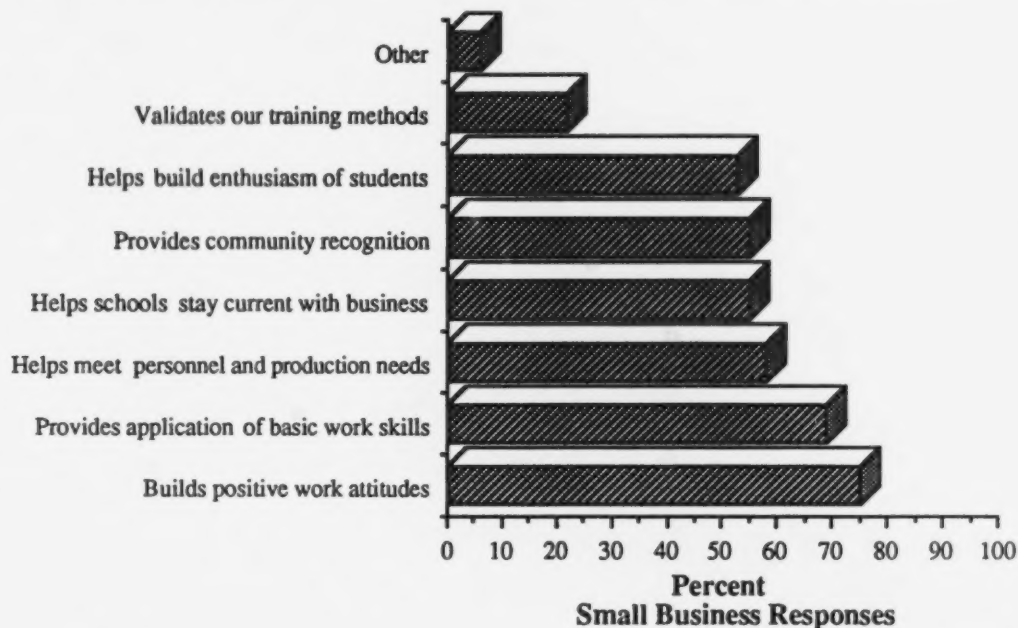
Does your business support school-supervised work experience programs?



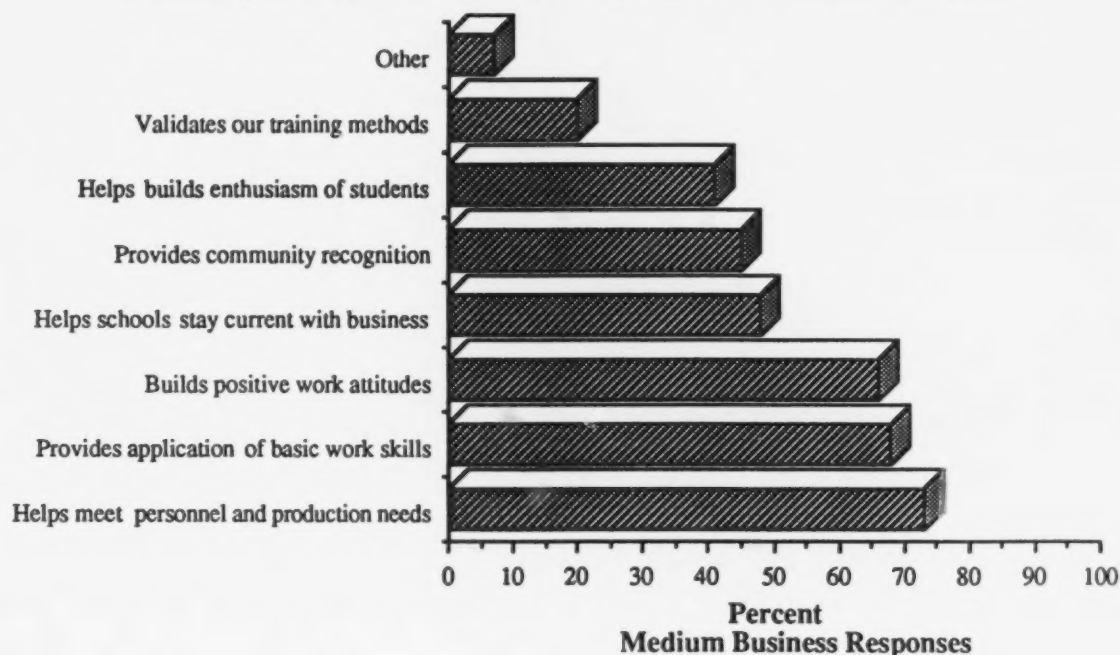
What have been some positive outcomes from participating in a school-supervised work experience program with local schools?



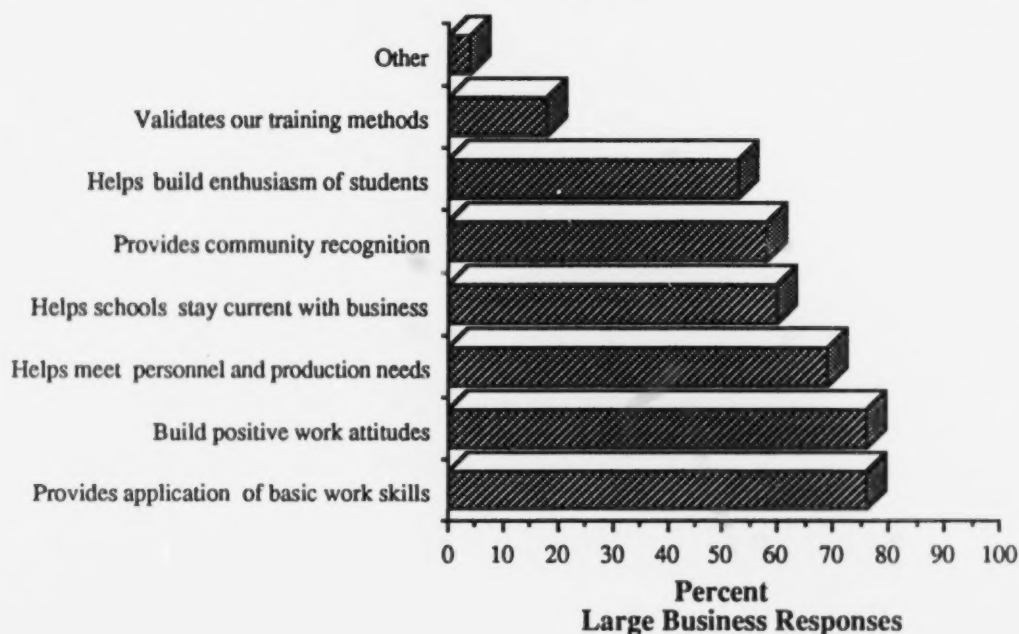
What have been some positive outcomes from participating in a school-supervised work experience program with local schools?



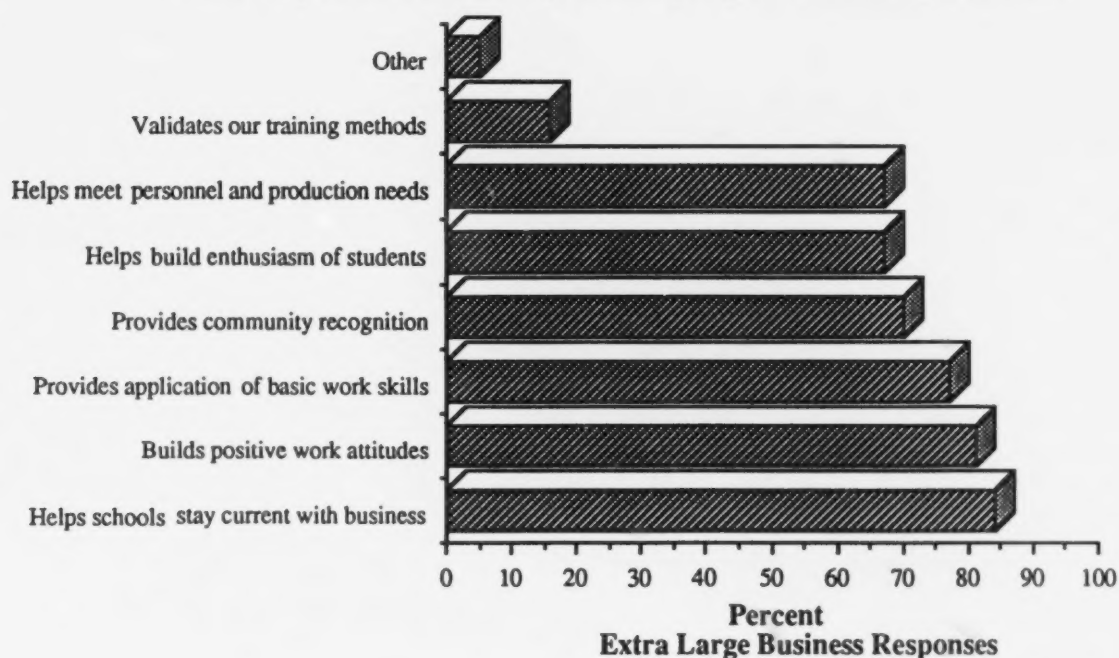
What have been some positive outcomes from participating in a school-supervised work experience program with local schools?



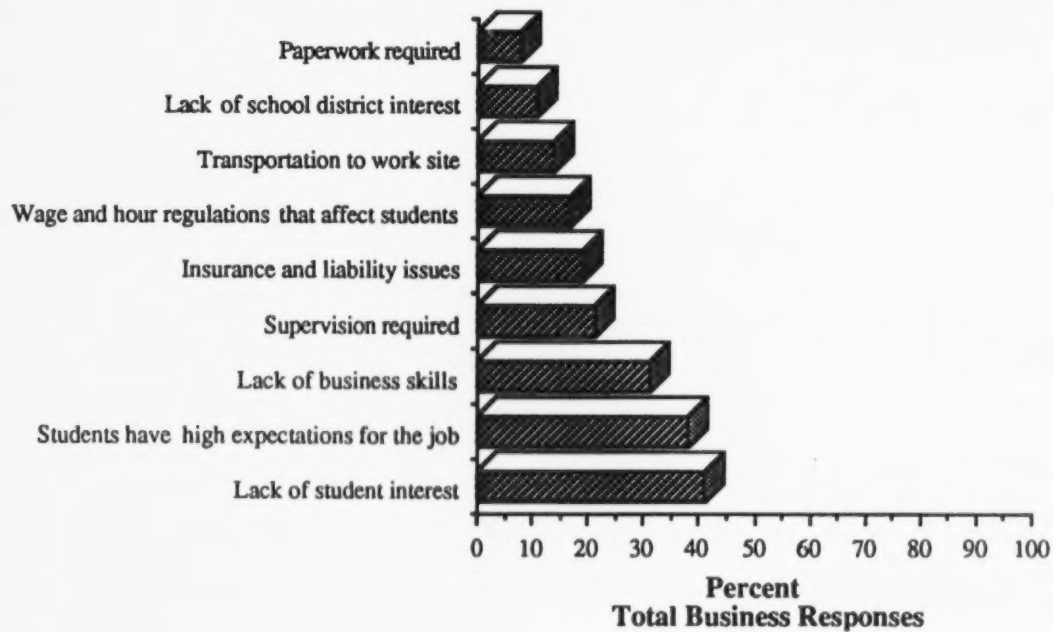
What have been some positive outcomes from participating in a school-supervised work experience program with local schools?



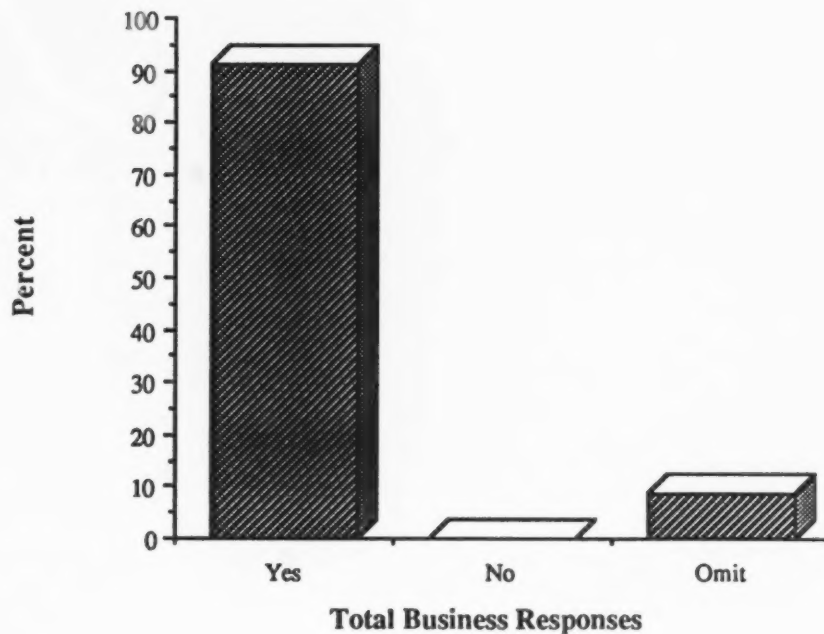
What have been some positive outcomes from participating in a school-supervised work experience program with local schools?



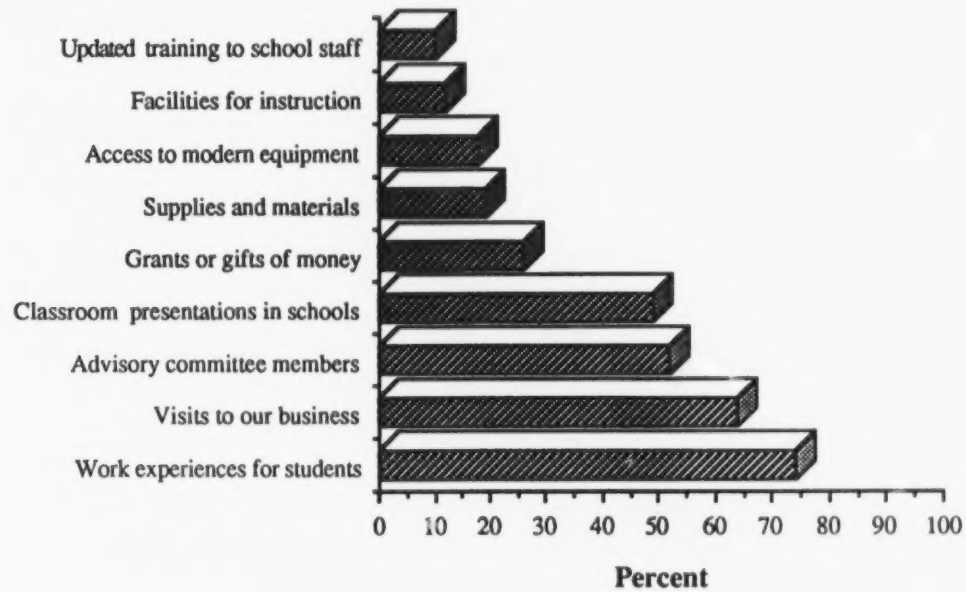
What concerns have business and industry had when dealing with an educational work experience program?



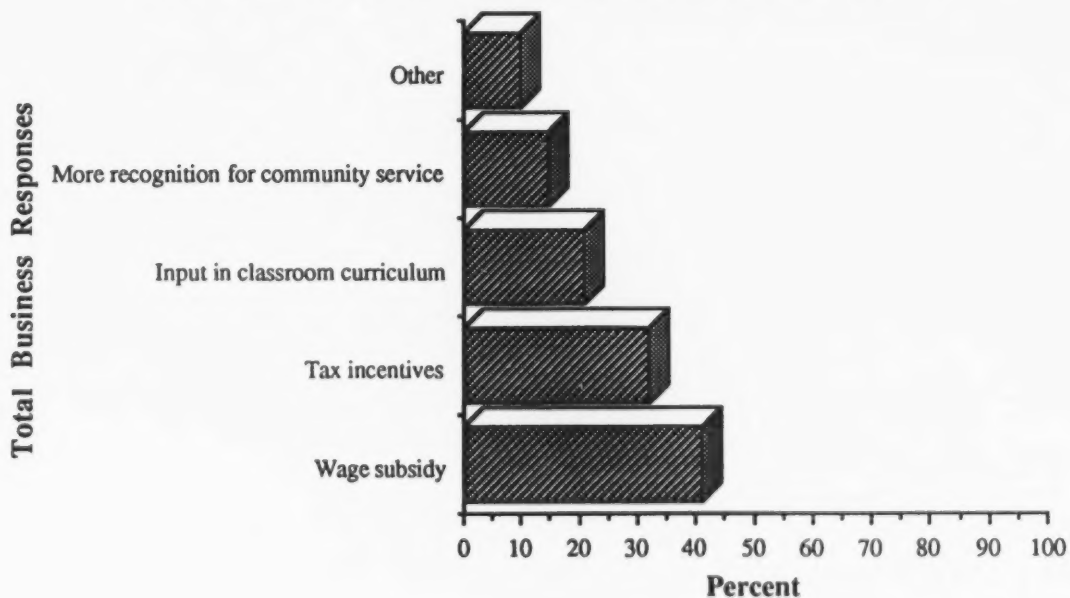
Do you think this type of program should continue?



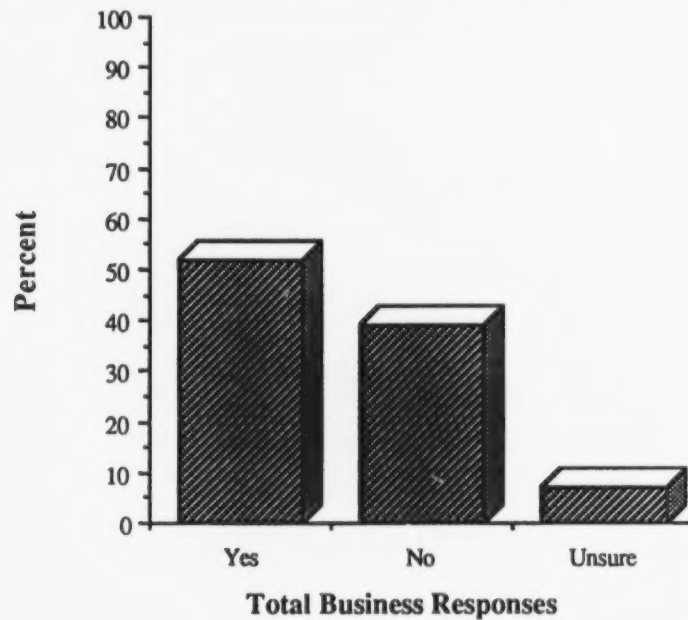
What types of support do businesses provide to local school districts?



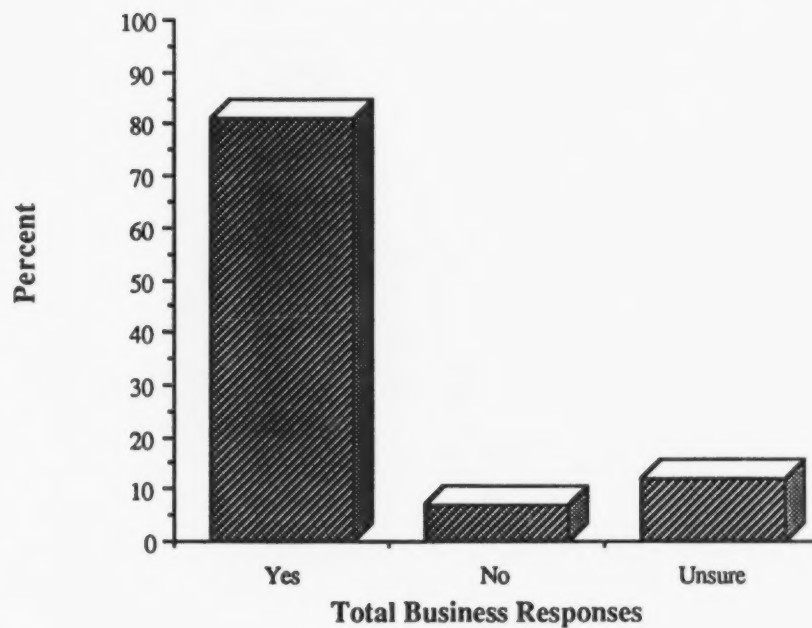
What would increase businesses willingness to provide work experience opportunities for youth in a K-12 program?



Does your business have an arrangement with a school district to offer opportunities for students to attain basic work skills on-the-job?

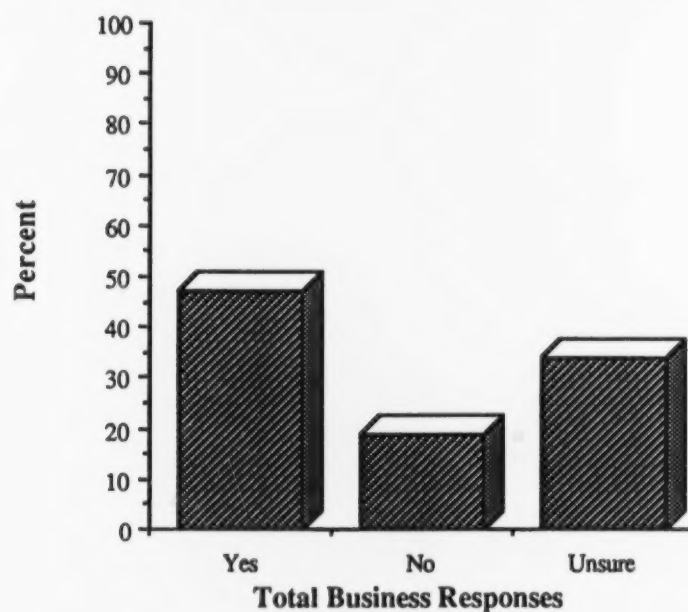


Do the students you employ have the competencies needed to perform the job assigned them?

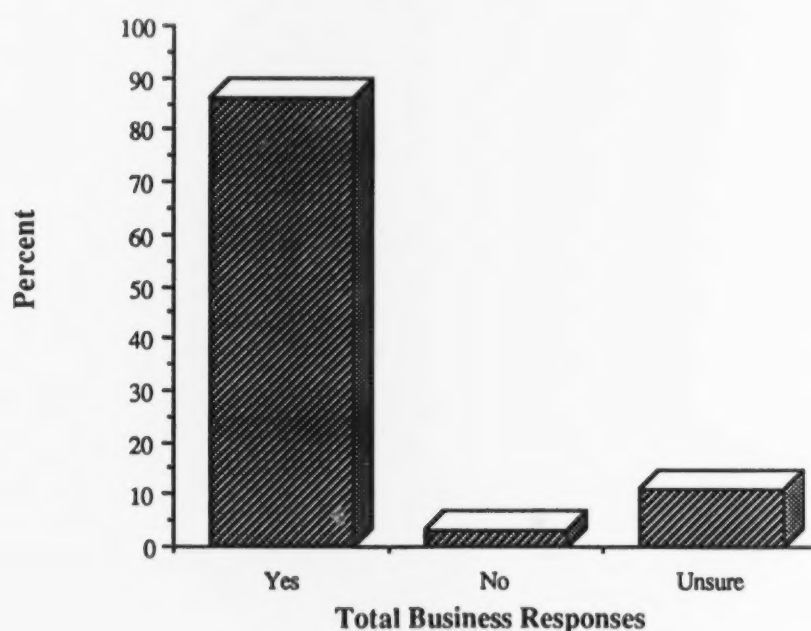


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Do students learn appropriate attitudes concerning the employee/employer relationship in school?

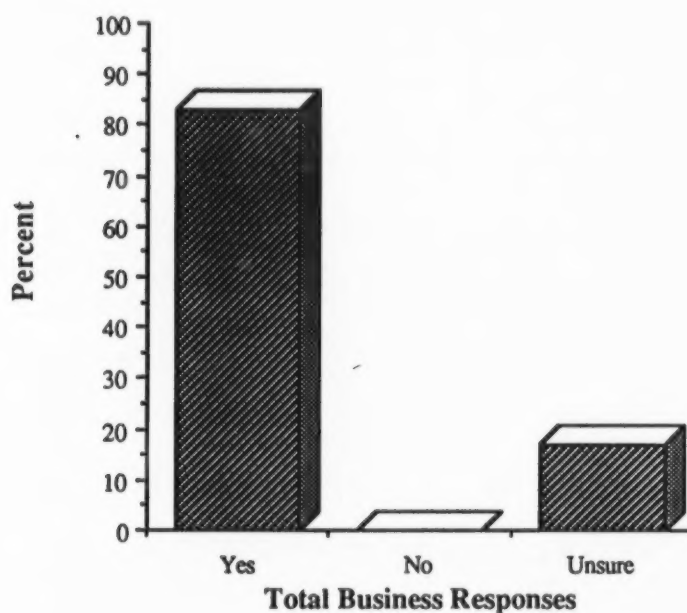


Does the quality and quantity of work accomplished by the students benefit your business?

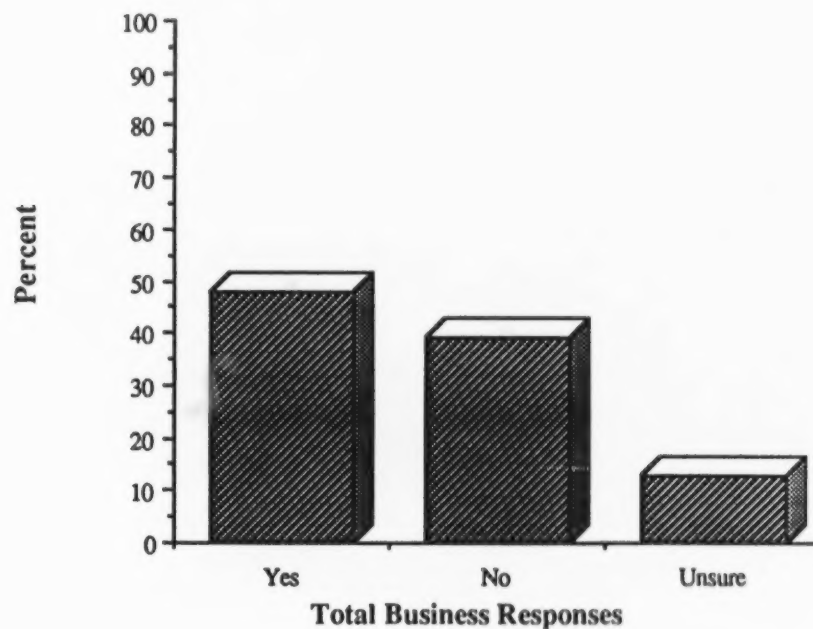


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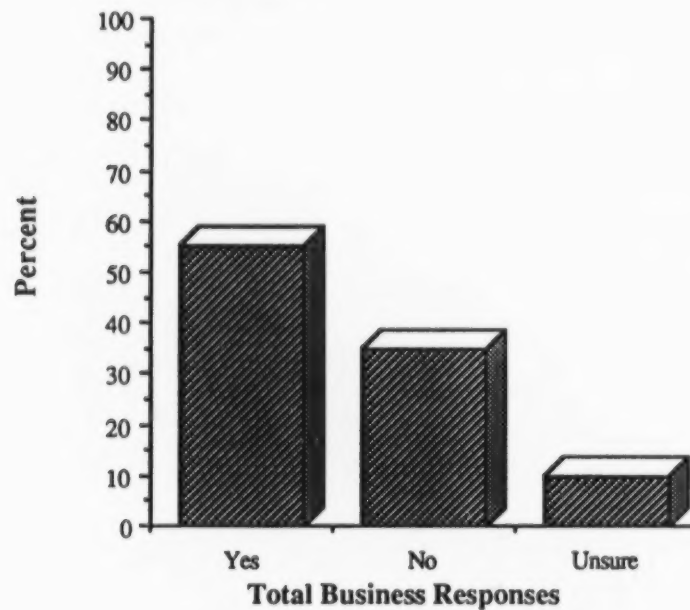
Does the quality and quantity of work accomplished by the student benefit the student?



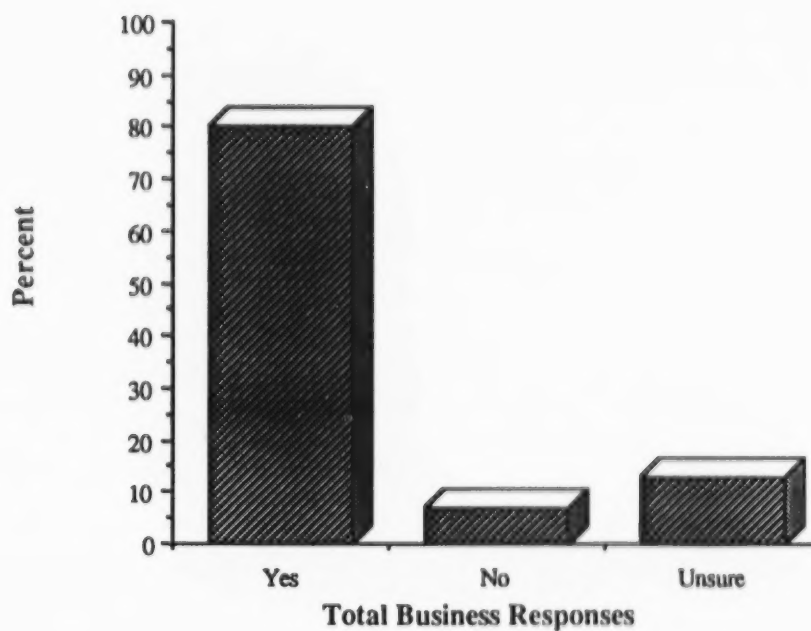
Does your company help in preparing a training plan for each student you have in a school-supervised work experience?



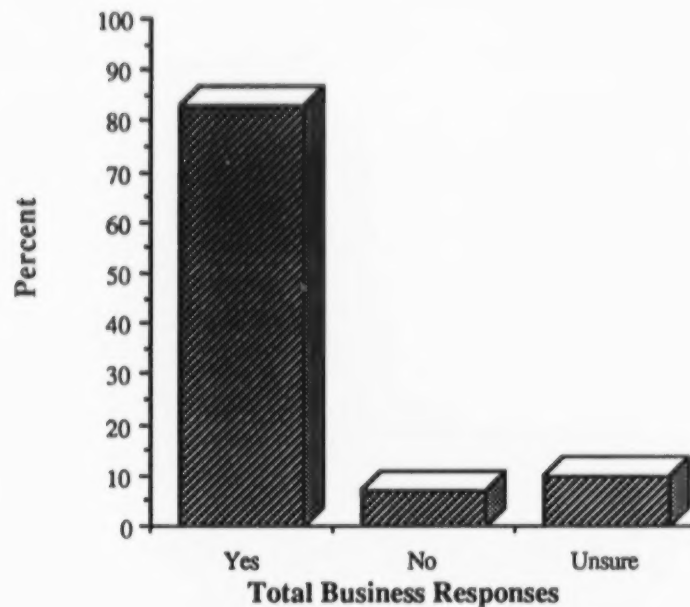
Does your company sign a training agreement for each student you have in a school-supervised work experience program?



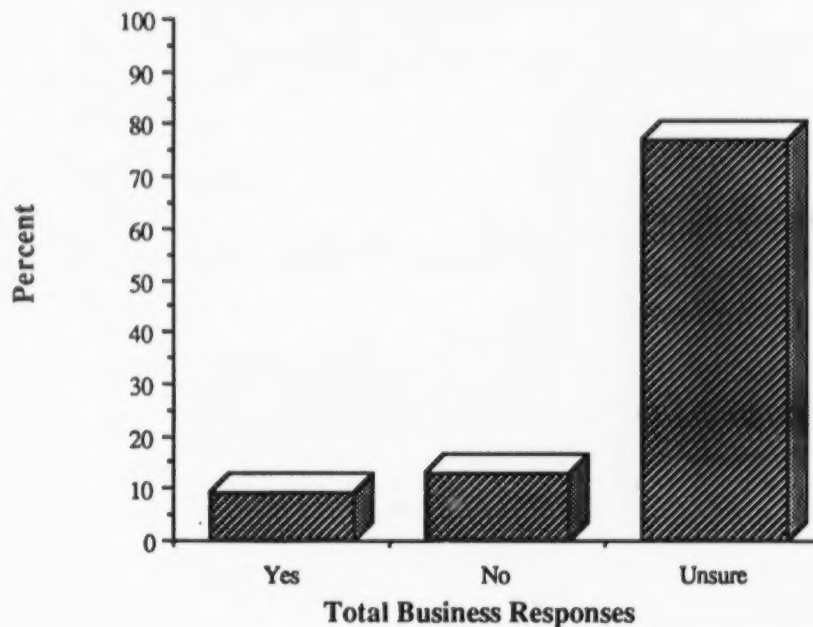
Does the school coordinator clearly explain the school-supervised work experience objectives?



**Does the school coordinator monitor the agreement
and keep you adequately informed?**

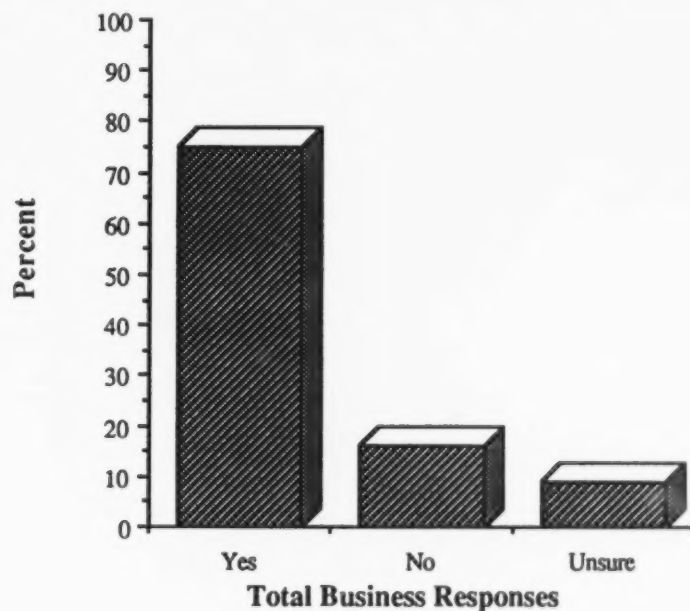


**Was safety instruction provided in the classroom
prior to the work experience with you?**

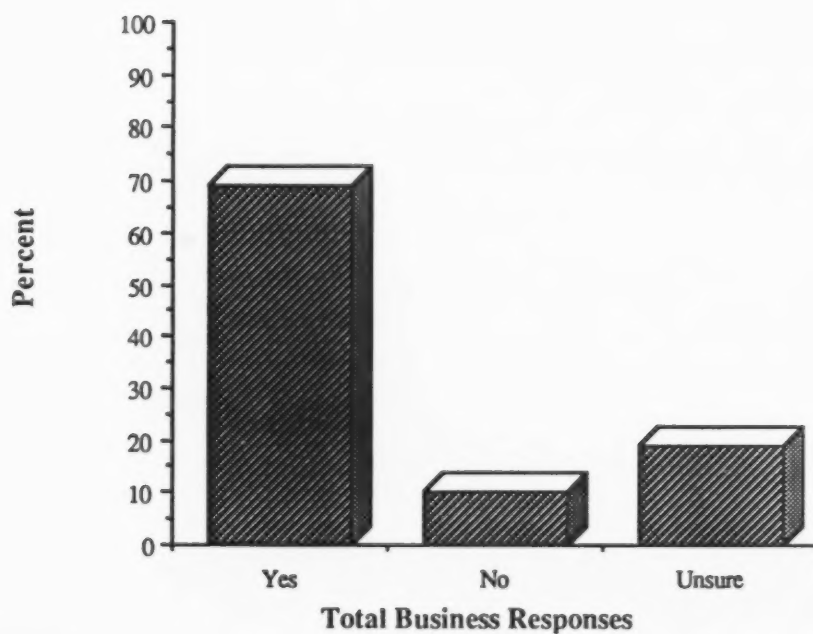


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Do you provide safety instruction during the student's work experience?

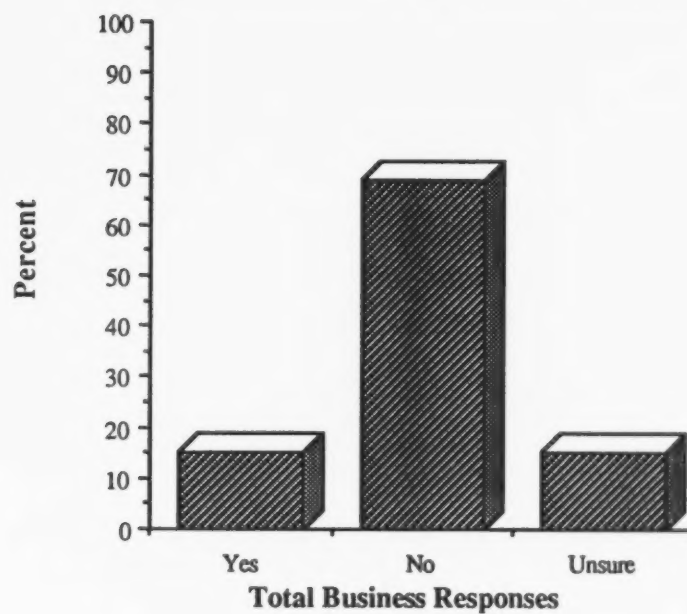


In reviewing your insurance policy coverage, are students covered while on-the-job?



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Are any regulations or laws hindering you from providing work experiences for students?



Appendix G

Resources Received From Other States

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Appendix G

Resources Received From Other States

STATE	DOCUMENT
ALABAMA	<u>HANDBOOK FOR COORDINATORS OF COMMUNITY COOPERATIVE EDUCATION PROGRAMS</u>
Contact person:	Ernest Shubird, Ed. D. Curriculum, Research and Evaluation Department of Education State Office Building Montgomery, AL 36130
ALASKA	<u>COOPERATIVE EDUCATION AND ON-THE-JOB TRAINING HANDBOOK</u>
Contact person:	Verdell Jackson Vocational Curriculum Specialist Office of Adult and Vocational Education Department of Education P.O. Box F Juneau, AK 99811 Phone: 907/465-4685
ARIZONA	(Soon to be released)
Contact person:	Ellen O Pearson State Supervisor Health Occupations and Cooperative Education Arizona Department of Education 1535 West Jefferson Street Phoenix, AZ 85007 Phone: 602/255-5354
CALIFORNIA	<u>WORK EXPERIENCE EDUCATION QUALITY REVIEW MANUAL</u>
Contact person:	John Iskra State Department of Education 1919 21st Street Sacramento, CA 95814 Phone: 916/445-6581

DISTRICT OF
COLUMBIA

NONE

Contact person: Dr. Andrew E. Jenkins III
Superintendent of Schools
District of Columbia Public Schools
Presidential Building
415 12th St. N.W.
Washington, D.C. 20004

HAWAII

NONE

Contact person: Joanne Swearingen, Education Specialist
Department of Education
015 - Career Education
1302 Queen Emma St., Room A207
Honolulu, HI 96813

ILLINOIS

WORK EXPERIENCE AND CAREER EXPLORATION
HANDBOOK (SEPT. 1978)
COOPERATIVE VOCATIONAL EDUCATION HANDBOOK
(JUNE, 1985)

Contact person: John D. Sweeney
Vocational Administrator
Cooperative Education
Illinois State Board of Education
Department of Adult, Vocational and Technical Education
100 North First Street
Springfield, IL 62777-0001 Phone: 217/728-4862

INDIANA

A GUIDE FOR TEACHER-COORDINATORS OF VOCATIONAL
EDUCATION PROGRAMS (1985)

Contact person: Daniel L. Martin, Coordinator
Vocational Specialist Unit
Center for School Improvement and Performance
Room 229, State House
Indianapolis, IN 46204-2798 Phone: 317/269-9654

KANSAS

NONE

Contact person: Lester J. Abel
120 East 10th
Topeka, KS 66612

KENTUCKY	"KENTUCKY ADMINISTRATIVE REGULATIONS"
Contact person:	Audrey T. Carr Acting Associate Superintendent for Vocational Education Kentucky Department of Education Capital Plaza Tower Frankfort, KY 40601
MARYLAND	<u>THE WORKSITE SUPERVISOR</u> (September, 1982)
Contact person:	David Miller, Chief-Program Development & Operations Branch Division of Vocational-Technical Education 200 W. Baltimore Street Baltimore, MD 21201
MASSACHUSETTS	<u>CHILD LABOR LAWS IN MASSACHUSETTS</u>
Contact person:	David F. Cronin Associate Commissioner Division of Occupational Education Department of Education 1385 Hancock Street Quincey, MA 02169
MICHIGAN	<u>LEGAL MODULES FOR COOPERATIVE EDUCATION</u> (May 1986)
Contact person:	NONE
MINNESOTA	NONE
Contact person:	J. Joseph Daly, Director Minnesota Curriculum Services Center 3554 White Bear Avenue White Bear Lake, MN 55110 Phone: 612/770-3943

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION POLICY OFF-CAMPUS PROGRAMS FOR HIGH
SCHOOL STUDENTS

PROGRAM SPECIFICATIONS FOR THE TRADE AND INDUSTRIAL/HEALTH OCCUPATIONS INTERNSHIP PROGRAM

Contact person: **Frank Drake**
Assistant Commissioner
Vocational and Adult Education
Department of Elementary and Secondary Education
Jefferson City, MO 65102

MONTANA MONTANA COOPERATIVE EDUCATION HANDBOOK
(1985)

Contact person: Roger Swearer
Marketing Education/JTPA Specialist
Vocational Education Services
Office of Public Instruction
State Capitol
Helena, MT 59620 Phone: 406/444-3095

NEBRASKA
"STEPS TO ESTABLISHING RELATIONSHIPS WITH
COUNSELORS",
"STUDENT'S EVALUATION OF COOPERATIVE VOCATIONAL
EDUCATION",
"EMPLOYER'S EVALUATION OF COOPERATIVE
VOCATIONAL EDUCATION",
"COOPERATIVE EDUCATION ACTIVITIES CALENDAR",
"TRAINING AGREEMENT",
"STUDENT-LEARNER WAGE RECORD",
"TEACHER-COORDINATOR", and
"COOPERATIVE EDUCATION TRAINING CONTRACT"

Contact person: Richard G. Campbell
Consultant, Vocational Education
301 Centennial Mall South
Box 94987
Lincoln, NE 68509 Phone: 402/471-2432

NEVADA NONE

Contact person: Evelyn Miller
Nevada Department of Education
Occupational and Continuing Education Branch
400 W. King Street
Carson City, NV 89710
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NEW HAMPSHIRE	"GUIDELINES FOR COOPERATIVE EDUCATION" "STANDARDS FOR DIVERSIFIED OCCUPATIONS PROGRAMS"
Contact person:	John B. Nay, Curriculum Supervisor Adult and Apprentice Educator Bureau of Vocational-Technical Education State Office Park South 101 Pleasant Street Concord, NH 03301 Phone: 603/271-3186
NEW JERSEY	"COOPERATIVE VOCATIONAL EDUCATION PROGRAM GUIDELINES" (JULY, 1984) <u>WORK EXPERIENCE AND CAREER EXPLORATION PROGRAM</u>
Contact person:	Lloyd J. Newbaker, Jr., Ed. D. Assistant Commissioner Division of Vocational Education Department of Education 225 West State Street CN500 Trenton, NJ 08625-0500
NEW MEXICO	NONE
NEW YORK	<u>COOPERATIVE OCCUPATIONAL EDUCATION HANDBOOK</u> (1987)
Contact person:	Ruth V. Pippo Bureau of Agriculture, Trade and Technical Programs New York State Education Department One Commerce Plaza, Room 1621 Albany, NY 12234
NORTH CAROLINA	<u>VOCATIONAL EDUCATION PROGRAM OF STUDIES REVISED</u> (1987)
Contact person:	June S. Atkinson Associate Director Education Building Corner of Edenton and Salisbury Streets Raleigh, NC 27611 Phone: 919/733-3001

- NORTH DAKOTA COOPERATIVE EDUCATION (August, 1987)
- Contact person: Leonard Pokladnik
 Supervisor Marketing Education
 North Dakota State Board for Vocational Education Staff
 15th Floor State Capitol Building
 Bismarck, ND 58505
- OHIO ADMINISTRATOR'S INFORMATION PACKET (August, 1982)
- Contact person: Larry E. Casterline, Ph. D.
 Assistant Director
 Vocational Business and Marketing Education
 65 South Front Street, Room 909
 Columbus, OH 43266-0308 Phone: 614/466-3891
- OREGON HANDBOOK FOR COOPERATIVE WORK EXPERIENCE
 COORDINATORS IN OREGON (1984)
- Contact person: Nita Crimins, Director
 Job Development and Training Service
 Division of Vocational Technical Education
 Oregon Department of Education
 700 Pringle Parkway, SE
 Salem, OR 97310-0290 Phone: 503/373-7891
- PENNSYLVANIA CHILD LABOR LAWS AND EMPLOYMENT OF MINORS (1986)
 VOCATIONAL COOPERATIVE EDUCATION (Oct. 1986)
- Contact Person: Harry J. Benedetto
 Division of Advisory Services
 Department of Education
 333 Market Street
 Harrisburg, PA 17126-0333 Phone: 717/783-3750
- RHODE ISLAND NONE
- Contact Person: Richard Kramer
 Rhode Island Department of Education
 22 Hayes Street
 Providence, RI 02908

SOUTH CAROLINA	<u>COOPERATIVE VOCATIONAL EDUCATION</u> (July, 1986)
Contact Person:	Lynne Hufziger, Consultant Guidance and Career Education Office of Vocational Education Department of Education Columbia, SC 29201 Phone: 803/734-8442
TENNESSEE	<u>TENNESSEE COOPERATIVE COORDINATORS OPERATIONS MANUAL</u> (October, 1986)
Contact Person:	James Vinson Department of Education 200 Cordell Hull Building Nashville, TN 37219
TEXAS	NONE
UTAH	"CURRENT STANDARDS" <u>THE GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION</u>
Contact Person:	Lois H. Anderson, Specialist Business Education/Technology Utah State Board of Education Vocational Education Section 250 East 500 South Salt Lake City, UT 84111
VERMONT	<u>VERMONT COOPERATIVE VOCATIONAL WORK EXPERIENCE</u> (1985)
Contact Person:	NONE
VIRGINIA	<u>1986-87 CATALOG OF INSTRUCTIONAL RESOURCES</u> <u>1987-88 CURRICULUM MATERIALS CATALOG</u>
Contact Person:	Jerry M. Hicks Administrative Director Vocational and Adult Education Department of Education P.O. Box 6Q Richmond, VA 23216-2060 Phone: 804/225-2073